DOCUMENT RESUME

ED 383 232 FL 800 959

AUTHOR	Lopez-Valadez, Jeanne; Bruns, Cristy
TITLE	Bibliography of Career, Vocational and VESL Materials for the LEP: A List of NEC Library Holdings.
INSTITUTION	Illinois State Board of Education, Springfield. Dept. of Adult, Vocational and Technical Education.
PUB DATE	Jul 90
NOTE	68p.
AVAILABLE FROM	Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455.
PUB TYPE	Reference Materials - Bibliographies (131)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Adult Education; Career Awareness; Classroom Techniques; Counseling Services; Information Sources; Instructional Design; *Instructional Materials; Job Development; *Limited English Speaking; Professional Development; Program Development; *Vocational Education; *Vocational English (Second Language)

ABSTRACT

This bibliography lists the library holdings of the Illinois Bilingual Vocational Education Project that pertain to vocational English as a Second Language (VESL), career, and vocational education for the limited-English-proficient (LEP) population. The project is a statewide technical assistance and staff development center designed to help improve vocational education for LEP youth and adults. The bibliography is in three parts. The first, "Instructional Materials," lists student texts and curriculum guides for teaching career awareness, pre-employment skills, occupational skills, and English as a Second Language (ESL). Included here are a section on materials that are written in simplified English or a non-English language, or rely heavily on illustrations, and a section on resources to teach general employment and job-specific language skills. The second part, "Professional References," cites readings on program models, teaching strategies, counseling, and linguistic minorities and includes research studies and inservice teaching materials. The third part, "Sources of Information," contains bibliographies of additional resources and a list of information clearinghouses. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 383 232

Bibliography of Career, Vocational and VESL Materials for the LEP

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

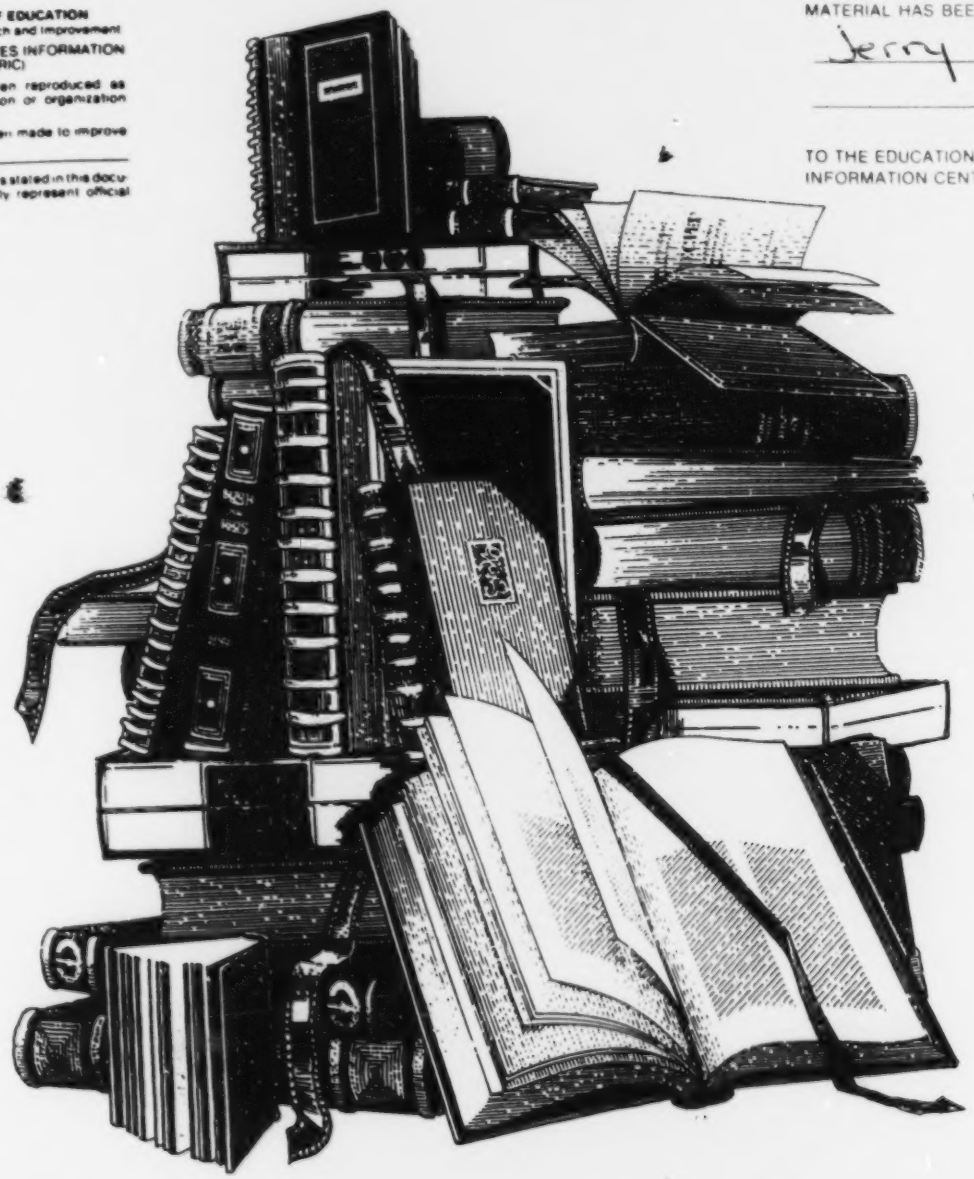
☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Jerry Chare

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)"



FL 800 959

Adult, Vocational and Technical Education

ILLINOIS STATE BOARD OF EDUCATION

BEST COPY AVAILABLE

BIBLIOGRAPHY OF CAREER, VOCATIONAL AND VESL MATERIALS FOR THE LEP: A LIST OF NEC LIBRARY HOLDINGS

JEANNE LOPEZ-VALADEZ

CRISTY BRUNS

BILINGUAL VOCATIONAL EDUCATION PROJECT

ILLINOIS STATE BOARD OF EDUCATION
ADULT, VOCATIONAL AND TECHNICAL EDUCATION
100 NORTH FIRST STREET
SPRINGFIELD, ILLINOIS 62777

JULY 1990

This publication is available from:

CURRICULUM PUBLICATIONS CLEARINGHOUSE
Western Illinois University
Horrabin Hall 46
Macomb, IL 61455

800-322-3905
309-298-1917

ACKNOWLEDGEMENTS

This bibliography represents the diligent work of numerous NEC employees. The initial time-consuming research was conducted by Cristy Bruns.

Fred Davidson's and Rodrigo Garreton's assistance in programming the information was invaluable.

Carmen Vazquez had the arduous task of typing and correcting the bibliography countless times.

Ritamarie Davidson and Victoria Hathaway meticulously proofed the document.

The director wishes to acknowledge their contribution and express appreciation for their assistance.

Jeanne Lopez-Valadez
Director
Bilingual Vocational Education Project

TABLE OF CONTENTS

Introduction i

PART 1: INSTRUCTIONAL MATERIALS 1

I. Career Awareness and Preemployment 2

A. English Only 2
B. Bilingual or Native Language 6

II. Vocational Materials 9

A. Agriculture 9
B. Business 9
C. Health 12
D. Home Economics 13
E. Industry 14

III. VESL Materials 21

A. General Employment 21
B. Agriculture 25
C. Business 25
D. Health 29
E. Home Economics 31
F. Industry 34

PART 2: PROFESSIONAL REFERENCES 40

I. General 41
II. Vocational Programming 44
III. VESL 47
IV. Counseling 50
V. Staff Development 53

PART 3: SOURCES OF INFORMATION 56

I. Bibliographies 57
II. Clearinghouses. 59

INTRODUCTION

The Bilingual Vocational Education Project (BVEP) is a statewide technical assistance and staff development center funded by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. The purpose of this project is to assist educators and community members improve the quality and accessibility to vocational education for limited English proficient (LEP) youth and adults. An integral part of the services provided by BVEP is the maintenance of a resource collection of multilingual instructional and professional reference materials.

The collection, containing more than 30,000 print, media, and software resources, is housed at the Northwest Educational Cooperative Library in Des Plaines, IL. In addition to vocational resources, the NEC library has resources for the LEP in all areas of the curriculum from pre-school through adult education and workplace literacy. These resources are available for circulation or in-house use to library borrowers of designated programs. However, the general public is welcome to visit. In addition to serving as a lending library, educators may request materials searches or inquire about publishers.

This bibliography represents the library's holdings pertaining to vocational ESL, career and vocational education for limited English proficient students. As such, the enclosed titles are not an exhaustive list of existent resources but rather a selective sampling of both teacher-made and commercially available materials that are appropriate to this special needs population. These resources are primarily for use with secondary and post-secondary level students except for a few career awareness materials designed for elementary students. Professional reference materials to assist educators improve programs, instruction or counseling are also included. Although materials in BVEP's collection were previewed for applicability, inclusion or exclusion in this bibliography should not imply any positive or negative comment on the value of any material.

USER'S GUIDE

The bibliography has been divided into three major parts. Part 1, ***Instructional Materials***, lists student texts and curriculum guides for teaching career awareness, pre-employment skills, occupational skills, and English as a second language (ESL). Occupational resources consist of materials which are written in a simple English, a non English language or which rely heavily on illustrations. The vocational ESL section contains resources to teach general employment and job specific language skills needed to succeed on the job and in training.

In Part 2, ***Professional References***, one can find readings on program models, teaching strategies, counseling and linguistic minorities. Included are research studies as well as inservice materials for staff training.

The last section, Part 3, ***Sources of Information***, contains bibliographies of additional resources as well as a listing of clearinghouses where one can obtain related materials searches.

In addition to the titles listed herein, the library has extensive holdings on:

- culture and cross cultural communications
- teaching English as a second language
- citizenship/civics
- basic math and literacy

A reference collection of sample tests (language, ability, career interest) in also available for in house preview.

Notes:

In the case of materials in a foreign language, you will find either the title translated in parenthesis or both the English/native language titles if the item is bilingual or has an English language version.

Because of the interdisciplinary nature of many of the instructional materials, the reader is urged to cross check other sections for additional resources (e.g. pre-employment resources under general ESL or ESL resources from the vocational training materials).

PART I - INSTRUCTIONAL MATERIALS

A. ENGLISH ONLY

Berkel, Trudy (1970). ***Jobs USA: Refugee employment seminar.*** N.p.

Blair, Diane (1979). ***CARE Kit: Combining activities with real experiences.*** Rev. ed. Springfield, IL: Illinois State Board of Education.

Blakely, Caroline and Schroeder, Dennis (1975). ***Occupations.*** Syracuse, NY: New Readers Press.

Bourgoin, Edward (1981). ***Foreign languages and your career.*** 2d. ed. Washington, DC: Columbia Language Services.

Canario, Jack (1981). ***Be ad-wise: A guide to reading ads.*** Hayward, CA: Janus.

DeCaprio, Annie (1982). ***Finding a job.*** Austin, TX: Steck Vaughn.

Developmental Learning Materials (1976). ***Careers.*** Niles, IL: Developmental Learning Materials.

Developmental Learning Materials (1977). ***Working together careers.*** Level: 4-8. Niles, IL: Developmental Learning Materials.

Developmental Learning Materials (1976). ***Written language cards - careers.*** Level: Elementary-Adult. Niles, IL: Developmental Learning Materials.

Educational Research Council of America (1974). ***Real people at work.*** (28 career booklets). Cleveland, OH: Educational Research Council of America.

Experiment in International Living (1984). ***Shifting gears: Hands-on activities for learning workplace skills and English as a second language.*** Brattleboro, VT: Experiment in International Living.

1. Carpenter
2. Mechanic-Attendant
3. Executive Housekeeper
4. Supermarket Cashier
5. Metal Molder
6. Sheetmetal Worker
7. Dressmaker
8. Plumber
9. Medical Technologist
10. Auto Body Repairman

11. Welder
12. Chemical Technician
13. Office Worker
14. Machinist
15. Building Maintenance Worker
16. Computer Operator
17. Industrial Nurse
18. Electrician
19. Lumber Worker
20. Truck Mechanic
21. Cabinetmaker
22. Nursery Worker
23. Tool and Die Apprentice
24. Steelworker
25. Baker
26. Electronic Repairer
27. Carpet Maker
28. Child-Care Attendants

Glasner, Lynne and Thypin, Marilyn (1976). ***Pacemaker vocational readers.*** Belmont, CA: Fearon Education.

Goble, Dorothy Y. (1985). ***How to get a job and keep it.*** 3d. ed. Austin, TX: Steck-Vaughn.

Hall, Eugene J. (1977). ***The language of atomic energy in English.*** New York, NY: Regents.

Hall, Eugene J. (1977). ***The language of civil engineering in English.*** New York, NY: Regents.

Hall, Eugene J. (1977). ***The language of electrical and electronic engineering in English.*** New York, NY: Regents.

Hall, Eugene J. (1977). ***The language of mechanical engineering in English.*** New York, NY: Regents.

Hall, Eugene J. (1978). ***The language of mining and metalurgy in English.*** New York, NY: Regents.

Hall, Eugene J. (1976). ***The language of the petroleum industry in English.*** New York, NY: Regents.

Hemphill, David (1989). ***The working culture.*** Englewood Cliffs, NJ: Prentice-Hall Regents.

Husak, Glen (1976). ***The work series.*** Sewickley, PA: Hopewell Books.

Illinois Conference of Churches. Refugee Resettlement Program (1986). ***Job search curriculum.*** Springfield and Chicago, IL: Illinois Conference of Churches, Refugee Resettlement Program.

Illinois State Board of Education (1979). ***Survival skills units.*** Springfield, IL: Illinois State Board of Education.

Jew, Wing and Tong, Robert (1976). ***Janus job interview kit.*** Hayward, CA: Janus.

Jew, Wing and Tandy, Carol (1977). ***Using the want ads.*** Hayward, CA: Janus.

John, Hughes (1975). ***Bob the super clerk.*** Hayward, CA: Janus.

John, Hughes (1975). ***Jester the bellhop.*** Hayward, CA: Janus.

John, Hughes (1975). ***Johnny at the circuits.*** Hayward, CA: Janus.

John, Hughes (1975). ***Kerry drives a van.*** Hayward, CA: Janus.

John, Hughes (1975). ***Larry the logger.*** Hayward, CA: Janus.

Kahn, Charles (1975). ***My job application file.*** 2d. ed. Hayward, CA: Janus.

Knott, Bill (1967). ***They work and serve.*** Austin, TX: Steck Vaughn.

Livingstone, Arnold (1977). ***Janus job interview guide.*** Rev. ed. Hayward, CA: Janus.

Locketz, Louise (1979). ***Job search.*** St. Paul, MN: St. Paul Public Schools.

Locketz, Louise (1979). ***New directions.*** St. Paul, MN: Adult Community Education Center.

McCarthy, Marianthy (1981). ***Careers.*** New York, NY: Regents.

McHugh, John (1981). ***Filling out job application forms.*** St. Paul, MN: Changing Times.

McHugh, John (1981). ***Finding a job.*** St. Paul, MN: Changing Times.

McHugh, John (1982). ***Getting ready to work.*** St. Paul, MN: Changing Times.

McHugh, John (1981). ***Interviewing for jobs.*** St. Paul, MN: Changing Times.

McHugh, John (1982). ***Keeping and changing jobs.*** St. Paul, MN: Changing Times.

McHugh, John (1982). ***Starting a new job.*** St. Paul, MN: Changing Times.

Mikulecky, Larry and Drew, Rad (1987). ***On the job: Readings in real-life competencies.*** New York, NY: Cambridge Book Company.

Oppenheimer, Zelda V. (1975). ***Careers for bilinguals.*** Chicago, IL: Relatina Publications.

Otfinoski, Steven (1977). ***Tony the night custodian.*** Hayward, CA: Janus.

Polish Welfare Association of Chicago (1987). ***Job workshop manual.*** Chicago, IL: Polish Welfare Association.

Rand, Kenneth J. (1981). ***Time cards and paychecks.*** Hayward, CA: Janus.

Rosenthal, Nadine (1986). ***Career readers.*** Belmont, CA: Fearon Education.

Schwartz, Stuart E., & Budd, Diane M. (1983). ***Hotel/Motel jobs.*** Hayward, CA: Janus.

Schwartz, Stuart E. (1983). ***Restaurant jobs.*** Hayward, CA: Janus.

Shalit, Stanley (1976). ***Alex on the grill.*** Hayward, CA: Janus.

Sherif, June L. (1975). ***Careers in foreign languages: A handbook.*** New ed. New York, NY: Regents.

Teal, R. Lois (1979). ***Success at work.*** Austin, TX: Steck Vaughn.

Weeks, Doug (1979). ***You and others on the job.*** Syracuse, NY: New Readers Press.

B. NATIVE LANGUAGE

American Federation of Labor (1980). ***Why unions? (Cambodian, Lao and Vietnamese versions).*** Washington, DC: American Federation of Labor.

Asian American Bilingual Center (1978). ***Asian American study prints.*** Berkeley, CA: Asian American Bilingual Center.

Banaghan, William F. (1976). ***Job-getting ideas for Vietnamese and other newcomers.*** (English/Vietnamese versions) Pleasant Hill, CA: Contra Costa County Superintendent of Schools.

Bertin, Jean (1975). ***Ser un jefe/To be a boss.*** 2d. ed. Madrid, Spain: Paraninfo.

Bilingual Education Services, Inc. (1979). ***Emerging vocations for bilinguals.*** South Pasadena, CA: Bilingual Education Services.

Bilingual Education Services, Inc. (1975). ***The college experience series.*** (Spanish-English). South Pasadena, CA: Bilingual Education Services, Inc.

California Employment Development Department (1982). ***Job search assistance guide for refugees.*** (Vietnamese, Cambodian and Lao) Sacramento, CA: California Employment Development Department.

Catholic Charities Office of Refugee Resettlement (1975). ***Orientacion/Orientation.*** Kansas City, KS: Catholic Charities.

Center for Applied Linguistics (1975). ***Cong an viec lam o hoa ky.*** **(Chinese, Cambodian titles).** Washington, DC: Center for Applied Linguistics.

Children's Television Workshop (1979). ***Trabajemos con Calle Sesamo! (Let's work with Sesame Street!)*** Skokie, IL: National Textbook Company.

Cleary, Nora Rosa (1988). **Nuevas direcciones: Programa de orientacion y consejeria de empleo y educacion. (New Directions: Orientation and counseling program for employment and education.)** Harrisburg, PA: Pennsylvania Department of Education.

Coronet Instructional Media (1975). ***Habilidades vocacionales para el porvenir/Vocational skills for tomorrow.*** **Chicago, IL: Coronet Instructional Media.**

Coronet Instructional Media (1972). ***Los trabajadores/Workers series.*** (eight booklets) Chicago, IL: Coronet Instructional Media.

D'Alu, Maria Jose (1978). ***Gente no trabalho. (People without work).*** (Portuguese only). Cambridge, MA: National Assessment and Dissemination Center.

Developmental Learning Materials (1974). ***Pareando objetos, personas y edificios. (Matching people, buildings and objects).*** Niles, IL: Developmental Learning Materials.

Dray Publications, Inc. (1977). ***Manual para la seguridad en el trabajo. (Manual for job safety).*** (Spanish only). Deerfield, MA: Dray Publications.

Educational Projections (1975). ***Jobs and making a living series.*** Educational Projections.

Florida Department of Education (1980). ***Applying for a job. En busca de un empleo.*** Tallahassee, FL: Florida Department of Education.

Florida Department of Education (1980). ***Como elegir una ocupacion. Choosing an occupation.*** Tallahassee, FL: Florida Department of Education.

Florida Department of Education (1980). ***En busca de empleo. Your job search.*** Tallahassee, FL: Florida Department of Education.

Gateway Technical Institute (1978). ***Job orientation unit.*** (English and Spanish versions). Kenosha, WI: Gateway Technical Institute.

Hirsekorn, Arnold A. (1980). ***Job finding kit.*** Olympia, WA: Washington (State) Bureau of Refugee Assistance.

Hoffman Occupational Learning Systems (1977). ***Careers by Hoffman.*** 13 Filmstrips and career counselor's reference. El Monte, CA: Hoffman Occupational Learning Systems.

Iowa Governor's Task Force for Indochinese Resettlement (1976). ***Lao refugee orientation handbook.*** Des Moines, IA: Iowa Governor's Task Force for Indochinese Resettlement.

Lamatino, Robyn (1978). ***Leamos sobre veinte ocupaciones! (Twenty trades to read about!)*** New Brunswick, NJ: Rutgers University Vocational Technical Curriculum Laboratory.

Learning Resources Company (1974). ***Tantos trabajos en que pensar. (So many jobs to think about).*** Tulsa, OK: Learning Resources Company.

Lenox, James P. (1979). ***Buscando un empleo. (Looking for work).*** New Brunswick, NJ: Vocational Technical Curriculum Laboratory.

Moreno, Steven (1975). ***Job information for parents and students. (Informacion sobre trabajos para padres y estudiantes).*** San Diego, CA: Moreno Educational Company.

Murphy, Richard P. (1980). ***Job information series.*** Ankeny, IA: Heartland Education Agency.

Murphy, Richard P. (1983). ***S.E. Asian job information booklet.*** (Vietnamese/English version and Lao/English version). Ankeny, IA: Area Education Agency 11, Iowa Refugee Service Center.

Polish Welfare Association of Chicago (1987). ***Job workshop curriculum.*** (English/Polish). Chicago, IL: Polish Welfare Association.

Regents Publishing Company (1976). ***Careers for bilinguals. (Carreras para bilingues).*** New York, NY: Regents.

Santa Clara County Superintendent of Schools (1978). ***VIVA: Vital Information for Vocational Alternatives.*** San Jose, CA: Santa Clara County Superintendent of Schools.

Snyder, Thomas (1975). ***La gente y las varias ocupaciones. (People and their occupations).*** St. Paul, MN: EMC Corporation.

Taylor, Phoebe (1979). ***Como tener exito en el negocio de encontrar trabajo. (How to be successful in the business of finding work).*** Mexico, DF: Diana.

Thames, Joan (1975). ***El mundo del trabajo. (The world of work).*** Filmstrips (Spanish only). St. Paul, MN: EMC Corporation.

Trinity-Arlington Teacher and Parent Training for School Success Project (1986). ***The vocationally oriented bilingual curriculum.*** Teacher's guide and Lao-English lesson guide. Arlington, VA: Arlington Public Schools.

United Cambodian Community, Inc. (1987). ***You and your job.*** Long Beach, CA: United Cambodian Community, Inc.

United States Department of Labor (1976). ***Guia de los derechos de la mujer que trabaja. (Guide to working women's rights).*** Washington, DC: U.S. Department of Labor.

United States Department of Labor (1979). ***Lo que usted debe saber: La ley de pensiones y bienestar. (What you should know: Pension and welfare laws).*** Washington, DC: U.S. Department of Labor.

United States Social Security Administration (1978). ***Social Security: Where it's at.*** (Spanish version). Washington, DC: U.S. Social Security Administration.

Vidales Delgado, Ismael (1976). ***Nuevas practicas de orientacion vocacional. (New practices in vocational orientation).*** Mexico, DF: Trillas.

Wood, Theodore E.B. (1970). ***Outstanding Americans of Mexican descent. (Chicanos y chicanas prominentes).*** Menlo Park, CA: Educational Consulting Association.

Wisconsin Resettlement Assistance Office (1980). ***Employment opportunities.*** Madison, WI: Wisconsin Resettlement Assistance Office.

A. AGRICULTURE

Auge, R. (1976). ***Mecanica agricola (Agriculture mechanics).*** Madrid, Spain: Paraninfo.

B. BUSINESS

Adachi, Patti (1985). ***Type your way to work! A typing manual for Limited English proficient people.*** Chicago, IL.

Andujar, Maria D., & Iglesias, Jose L. (1977). ***Mecanografia al dia. (Up-to-date typing).*** . Nueva ed. New York, NY: Regents.

Anorga Larralde, Joaquin (1976). ***Composicion: Lecciones graduadas de lenguaje, gramatica, trabajos de redaccion, correspondencia comercial. (Composition: Graded lessons of language, grammar, composition, business correspondence).*** Madrid, Spain: Ediciones Escolares.

Anorga Larralde, Joaquin (1974). ***Correspondencia comercial. (Commercial correspondence).*** 4a. ed. New York, NY: Minerva.

Arizona Department of Education (1980). ***Arizona bilingual business education.*** Phoenix, AZ: Arizona Department of Education.

Bassett, Ernest D. (1975). ***Practica de archivar. (Filing practice).*** 4a. ed Cincinnati, OH: South-Western Publishing.

Bilingual Access Program (1982). ***Developmental materials for non-native students: Business/secretarial.*** Elgin, IL: Elgin Community College.

Boynton, Lewis D. (1974). ***Contabilidad practica del siglo--Curso avanzado./20th Century bookkeeping and accounting--Advanced course.*** Cincinnati, OH: South-Western Publishing.

Boynton, Lewis D. (1974). ***Contabilidad practica del siglo: Curso elemental/20th Century bookkeeping and accounting--Beginning course.*** 3a. ed. Cincinnati, OH: South-Western Publishing.

Cacho, Jose P., & Balcarcel, Celia (1975). ***Correspondencia mercantil y oficial (Commercial correspondence).*** 18a. ed. Mexico, DF: Eca.

Cacho, Jose P. (1976). ***Mecanografia (Typing).*** 22a. ed. Mexico, DF: Eca

Cornelia, Nicholas J. (1977). ***Curso de maquinas de oficina. (Office machine operations course).*** Cincinnati, OH: South-Western Publishing.

Diaz Zayas, Carmen E. & Benitez de Avila, Crucita (1978). ***Tecnicas secretariales y procedimientos de oficina/Business techniques and office procedures.*** Cincinnati, OH: South-Western Publishing.

Eggland, Steven A., & Williams, John W. (1979). ***Relaciones humanas en los negocios. (Human relations in business).*** Cincinnati, OH: South-Western Publishing.

Fields, Louis W. (1977). ***Contabilidad simplificada. (Bookkeeping made easy).*** 6a. ed. Mexico, DF: Compania General de Ediciones.

Findley, Charles A., & Nathan, Lynn A. (1978). ***Bilingual office careers for Hispanics: A curriculum guide.*** N.p.

Frankenthaler, Marilyn R. (1982). ***Skills for bilingual legal personnel. (Tecnicas para el personal bilingue en el area legal).*** Cincinnati, OH: South-Western Publishing.

Freeman, M. Herbert (1976). ***Contabilidad Gregg: Fundamentos de los registros financieros (Gregg bookkeeping: Fundamentals of financial registry).*** Mexico, DF: McGraw-Hill.

Garcia Diaz, Eva S. de (1977). ***Manual de referencia para la oficina (Reference manual for the office).*** Cincinnati, OH: South-Western Publishing.

Gonzalez del Valle, & Luis, Gonzalez del Valle, Antolin (1981). ***Correspondencia comercial: Fondo y forma. (Commercial correspondence: Principles and forms).*** 2a. ed. rev. Cincinnati, OH: South-Western Publishing.

Gorbea, Josefina Q. de (1977). ***Sistemas de archivar y control de documentos.*** 4a. ed. Cincinnati, OH: South-Western Publishing.

Gossage, Loyce C. (1980). ***Matematica comercial. (Business math).*** 2a. ed. Cincinnati, OH: South-Western Publishing.

Illinois State Board of Education, Project Mainstream (1981). ***Accounting for Korean-speaking students.*** Springfield, IL: Illinois State Board of Education.

Illinois State Board of Education, Project Mainstream (1980). ***Basic concepts and techniques in accounting for Spanish-speaking students.*** Springfield, IL: Illinois State Board of Education.

Illinois State Board of Education, Project Mainstream (1980). ***Typing for Korean students.*** Springfield, IL: Illinois State Board of Education.

Illinois State Board of Education, Project Mainstream (1980). ***Typing for Spanish-speaking students.*** Springfield, IL: Illinois State Board of Education.

Illinois State Board of Education, Project Mainstream (1980). ***Keypunch for Korean students.*** Springfield, IL: Illinois State Board of Education.

Illinois State Board of Education, Project Mainstream (1980). ***Keypunch for Spanish-speaking students.*** Springfield, IL: Illinois State Board of Education.

International Film Bureau, Inc. (1980). ***Office education series.*** (Series 1-5 filmstrips, with cassette tapes). Chicago, IL: International Film Bureau.

Jackson, Mary H. (1978). ***Manual de correspondencia espanola (Manual of Spanish correspondence).*** Skokie, IL: National Textbook Company.

Jacobowitz, Henry (1970). ***Computadoras electronicas simplificadas (Simplified electronic computers).*** 2a. ed. Mexico, DF: Compania General de Ediciones.

Kalnitz, Joanne (1979). ***Curriculum guide: Typing for limited English speakers.*** Springfield, IL: Illinois State Board of Education.

Lott, Richard W. (1972). ***Elementos de proceso de datos (Elements of data processing).*** Madrid, Spain: Paraninfo.

Madrigal, Jose Miguel L. (1971). ***Matematicas comerciales/Business mathematics.*** Mexico, DF: Harla.

Mandoune, P. (1973). ***Redacte mejor comercialmente. Better commercial editing.*** 2a. ed. Madrid, Spain: Paraninfo.

Martinka, Marie (1975). ***Matematica vocacional para el comercio. (Vocational mathematics for business).*** Cincinnati, OH: South-Western Publishing.

Martinka, Marie & Southam, James L. (1984). ***Vocational mathematics for business.*** 3d. ed. Cincinnati, OH: South-Western Publishing.

Menendez Aniceto, Eduardo J. (1966). ***Teneduria de libros y contabilidad. (Accounting and bookeeping).*** New York, NY: Minerva.

Milwaukee Public Schools (1976). ***Bilingual typing and Spanish business correspondence at the secondary level.*** Milwaukee, WI: Milwaukee Public Schools.

Olsen, Roger E. W. B. (1981). ***American business encounters.*** San Francisco, CA: Alemany Press.

Ortega Canibano, Wesceslao & Sampere Camps, Alberto (1977). ***Mecanografia (Typing).*** Mexico, DF: Harper & Row.

Pack, Alice C. & Joy, Robert O. (1976). ***Learning to type in English as a second language.*** Washington, DC: University Press of America.

Pierce, Barbara (1980). ***Typing for LEP students handbook.*** N.p.

Ramirez, J. Manuel & Bardavio, J. Manuel (1976). ***Tecnologia administrativa: Calculo y contabilidad. (Administrative technology: Calculus and accounting).*** Madrid, Spain: Paraninfo.

Reid, Allan L. (1975). ***Las tecnicas modernas de venta y sus aplicaciones (Modern sales techniques and their uses).*** Mexico, DF: Diana.

Rodriguez de Roque, Carmen I. (1979). ***Modulos de contabilidad introductoria. Introduction to bookkeeping.*** Cincinnati, OH: South-Western Publishing.

Rodriguez de Roque, Carmen I. & Paez de Abreu, Margarita (1975). ***Principios de comercio con fundamentos matematicos (Business principals and basic mathematics).*** Cincinnati, OH: South-Western Publishing.

Rosenberg, R. Robert (1969). ***Matematicas para contabilidad y administracion de negocios/Mathematics for bookkeepting and business administration.*** Mexico, DF: McGraw-Hill.

San Diego Community College District Foundation (1985). ***A guide to retailing.*** San Diego, CA: San Diego Community College District Foundation.

Santiago, Aida & Villaronga, Rosa A. de (1982). ***Mecanografia siglo 21: Curso elemental e intermedio (21st Century Typing).*** Cincinnati, OH: South-Western Publishing.

Schwartz, Stuart E. & Budd, Diane M. (1983). ***Store jobs.*** Hayward, CA: Janus.

Senn High School (Chicago) (1981). ***Practical bookkeeping for limited English proficient speakers.*** Chicago, IL: Senn High School.

Shin, Masako T. (1981). ***Multicultural, competency-based, vocational curricula series: Clerical cluster.*** Springfield, IL: Illinois State Board of Education.

Soltero Peralta, Rafael (1973). ***Derecho mercantil. (Mercantile law).*** 5a. ed. Cincinnati, OH: South-Western Publishing.

Zapico Medina, Ramon (1967). ***Creditos y cobros. (Credits and debits).*** New York, NY: Minerva.

Zeegers, R. (1971). ***Venta por correspondencia. (Mail-order selling).*** Madrid, Spain: Paraninfo.

C. HEALTH

Bermudez, Andrea (1985). ***Bilingual health series.*** Houston, TX: Berna Educational Consultants.

Canario, Jack & Mathias, Marilynne (1980). ***Help! First steps to first aid.*** Hayward, CA: Janus Publishers.

Do, Hang (1979). ***Nhung gi chung ta nen biet ve: Ruou. (What one should know about: Health).*** San Diego, CA: Indochinese Community Health and Education Project.

Hoffman Occupational Learning Systems (1973). ***Chairside assisting: The dental unit and instruments.*** El Monte, CA: Hoffman Occupational Learning Systems.

Husak, Glen (1981). ***How to buy and use medicine.*** Sewickley, PA: Hopewell Books.

Indochinese Resource Center (1980). ***Ben phai lam gi khi em be benh. (What to do when your baby is ill).*** Portland, OR: Indochinese Resource Center.

Ledesma Perez, Maria del Carmen (1979). ***Introduccion a la enfermeria. (Introduction to nursing).*** Mexico, DF: Limusa.

Lobb, Nancy (1979). ***Everyday first aid skills.*** Phoenix, AZ: F.E. Richards.

Lopez-Cox, Guadalupe (1982). ***Dental assisting course: Bilingual vocational instruction.*** San Marcos, TX: Southwest Texas State University.

Louisiana Department of Education (1975). ***An adult prescriptive program for levels of employment: Career oriented education.*** Booklet 5: Instructional Packet-Health Services Employees. Baton Rouge, LA: Lousiana Department of Education.

Miles, Stanley (1979). ***Manual de primeros auxilios: Curso elemental y avanazado de adiestramiento (First aid manual: Beginning and advanced course of instruction).*** Mexico, DF: Continental.

Reiff, Tana (1981). ***Emergency.*** Belmont, CA: Fearon Education.

Truman College (1988). ***Basic nurse's assistant training program.*** Chicago, IL: Truman College.

D. HOME ECONOMICS

Bilingual Access Program (1979). ***Spanish/Bilingual workbook for culinary arts. (Texto bilingue para culinaria).*** Elgin, IL: Elgin Community College.

Bilingual Consumer Homemaking Education Program (1977). ***Bilingual consumer homemaking education program.*** Arlington Heights, IL: Bilingual Education Service Center.

Chicago Board of Education (1981). ***Clothing I for limited English proficient speakers.*** Chicago, IL: Chicago Board of Education.

Garces, Manuel (1975). ***Tecnologia de cocina. (Technology of cooking).*** Madrid, Spain: Paraninfo.

Gateway Technical Institute (1978). ***Prevocational food service skills training unit.*** (English and Spanish versions). Kenosha, WI: Gateway Technical Institute.

Gonzalez, Lucy (1980). ***Corte y confeccion para principiantes. (Sewing and patternmaking for beginners).*** Mexico, DF: Diana.

Kercher, Mary Ann (1982). ***Food service.*** Columbia, MO: University of Missouri.

Marti, Pilar & Andres, Maria Luisa de (1975). ***Technologia de regiduria de pisos. (Technology of industrial housekeeping).*** Madrid, Spain: Paraninfo.

Mount San Jacinto College (1978). ***Comida para mejor salud. (Food for better health).*** Gilman Hot Springs, CA: Mount San Jacinto College.

Munoz Ortiz, Raul (1976). ***El arte de servir en hoteles y restaurantes. (The art of serving in hotels and restaurants).*** Mexico, DF: Diana.

Muro y Fernandez-Cavada, Antonio & Acena Bautista, Alejandra (1977). ***Tecnologia sanitaria (higiene). [Sanitation (hygiene) technology].*** Madrid, Spain: Paraninfo.

Northern New Mexico Community College (1980). ***Barbering/cosmetology.*** Modules 6-10. El Rito, NM: Northern New Mexico Community College.

Ramos Padron, Arturo (1977). ***El arte de la sastreria. (The art of tailoring).*** Madrid, Spain: Paraninfo.

Shin, Masako T. (1981-82). ***Multicultural competency-based vocational curriculum series: Food Service.*** (English/Spanish/Laotian). Springfield, IL: Illinois State Board of Education.

Weaver, Ann A. (1974). ***Getting ready to cook.*** Belmont, CA: Pitman.

Young, Charmaine. (1978). *I'm going to clean homes and businesses.* Champaign, IL: Continuing Education Publication.

E. INDUSTRY

Alonso, J. Manuel (1977). ***Electricidad de automovil: Tecnologia de automocion. (Automotive electronics.*** Madrid, Spain: Paraninfo.

Aparicio Izquierdo, Francisco (1977). ***Tecnologia de automocion. (Technology of automation).*** Madrid, Spain: Paraninfo.

Aparicio Izquierdo, Francisco (1975). ***Tecnologia de metal. (Metals technology).*** Madrid, Spain: Paraninfo.

Auge, R. (1969). ***Fontaneria elemental. (Elementary plumbing).*** Madrid, Spain: Paraninfo.

Auge, R. (1976). ***Reparacion de automoviles. (Automobile repair).*** Madrid, Spain: Paraninfo.

Bartsch, Walter (1978). ***Herramientas, maquinas, trabajo. (Tools, machines, work).*** Barcelona, Spain: Reverte.

Beaverton School District 48 (1980). ***Woodworking safety instructions.*** Beaverton, OR: Beaverton School District 48.

Bilingual Access Program (1982). ***Developmental materials for non-native students: Automotive technology.*** (English/Spanish versions). Elgin, IL: Elgin Community College.

Bilingual Access Program (1982). ***Developmental materials for non-native students: Plastics technology program.*** (English/Spanish versions). Elgin, IL: Elgin Community College.

Bilingual Access Program (1982). ***Developmental materials for non-native students: Welding program.*** (English/Spanish versions). Elgin, IL: Elgin Community College.

Black Hawk College Indochinese Program (1975). ***Machine tool.*** (Lao ed.) Moline, IL: Black Hawk College.

Black Hawk College Indochinese Program (1975). ***Machine tool.*** (Vietnamese ed.) Moline, IL: Black Hawk College.

Bocquet, J. A. (1974). ***Tratado elemental de mecanica aplicada (Elementary treatment of applied mechanics).*** Barcelona, Spain: G. Gili.

Bond, Fred W. (1977). ***Career education: Automotive/Educacion en carreras: Automotriz.*** Galien, MI: Allied Education Council.

Borque Palacin, Alfredo (1977). ***Del electron al superheterodino: Curso moderno y actualizado para el reparador electronico. (From the electron to the superheterodine: Modern course designed for electronics repairs).*** 6. ed. Madrid, Spain: Paraninfo.

Borque Palacin, Alfredo (1971). ***Servicio de television. (Television repair).*** Madrid, Spain: Paraninfo.

Bronx Community College, (1980). ***Manual de mantenimiento y reparaciones de edificios y casas. (Maintenance and repair of buildings and homes manual).*** Bronx, NY: Bronx Community College.

Bronx Community College, (1980). ***Housing maintenance and repair.*** Bronx, NY: Bronx Community College.

Buchsbaum, Walter H. (1970). ***Reparacion de television a color (Repairing color television).*** Mexico, DF: Diana.

Buscher, Gustav (1967). ***Charlas sobre electronica (Talks on electronics).*** Madrid, Spain: Biblioteca Tecnica Philips.

Canal Montanes, Jose Maria & Pintor Real, Manuel (1975). ***Tecnologia de la construccion (Construction technology).*** Madrid, Spain: Paraninfo.

Canal Montanes, Jose Maria, Pintor Real, Manuel (1976). ***Tecnologia y practicas de la construccion--hormigueros. (Technology and practice of cement construction).*** Madrid, Spain: Paraninfo.

Chilton Book Company (1983). ***Cuidado del automovil: Manual de mantenimiento y reparacion. (Automobile care: Maintenance and repair manual).*** Radnor, PA: Chilton Book Company.

Clark, Dean (1973). ***Career exploration package in plumbing.*** N.p.: Southwest Iowa Learning Resources Center.

Closa, C. & Flores, Juan Jose (1975). ***Tecnologia electronica. (Technology of electronics).*** Madrid, Spain: Paraninfo.

Crouse, William H. (1976). ***Libro de ejercicios de taller del tecnico automovilista. (Book of shop exercises of the automobile technician).*** Barcelona, Spain: Boixareu.

Dal Fabbro, Mario (1979). ***Como construir el mueble moderno. (How to build modern furniture).*** Barcelona, Spain: Ceac.

DeMuiderkring Publishers (1976). ***Transistores equivalencias. (Transistor equivalents).*** 6a. ed. Madrid, Spain: Paraninfo.

Deribere, M. (1967). ***Tecnica del alumbrado: Principios fundamentales. (Technology of electricity: Principles and fundamentals).*** Madrid, Spain: Paraninfo.

Dinaro, Salvador (1972). ***Manual del tornero mecanico. (Mechanics manual).*** 10a. ed. Barcelona, Spain: G. Gili.

Donnelly, E. L. (1974). ***Teoria y practica de la instalacion electrica. (Electrical Installation: Theory and practice).*** 2d. ed. Madrid, Spain: Paraninfo.

Elgin Community College, Bilingual Access Program (1980). ***Supplemental guide for technical graphics. Guia suplemental de dibujo tecnico.*** Elgin, IL: Elgin Community College.

Flores, Juan Jose (1975). ***Tecnologia de electricidad. (Technology of electricity).*** Madrid, Spain: Paraninfo.

Fontaine, Guy (1975). ***Diodos y transistores: Teoria general. (Diodes and transistors: General theory).*** 4a. ed. Madrid, Spain: Paraninfo.

Friedman, Jack W. (1975). ***Electronica basica: Curso programado de circuitos. (Basic electronics autotext).*** Madrid, Spain: Paraninfo.

Frye, John T. (1965). ***Curso basico de radio. (Basic course in radio).*** New York, NY: Minerva.

Garcia Berlanga, F. (1975). ***Electronica general programada. (General programmed electronics).*** Madrid, Spain: Paraninfo.

Gateway Technical Institute (1978). ***Interpretacion de dibujo mecanico elemental. (Elementary blueprint reading).*** Kenosha, WI: Gateway Technical Institute.

Gateway Technical Institute (1978). ***Machine tool operation training unit.*** (Spanish and English version). Kenosha, WI: Gateway Technical Institute.

Gateway Technical Institute (1978). ***Prevocational auto mechanics skills training unit.*** Kenosha, WI: Gateway Technical Institute.

Gerrish, Howard H. (1976). ***Fundamentos de electricidad. (Fundamentals of electricity).*** Mexico, DF: Limusa.

Giordano, C. (1971). ***Tecnica del taller mecanico (The technicality of a mechanic workshop).*** 6a. ed Barcelona, Spain: G. Gili.

Gomez de Tejada, L. (1977). ***Electronica basica (tecnologia). (Technology of basic electronics).*** Madrid, Spain: Paraninfo.

Heath, Warren G. (1976). ***Reparacion rapida de radios de automoviles. (Rapid auto radio repair).*** Mexico, DF: Diana.

Hoffman Occupational Learning Systems (1974). ***Power mechanics: Outboard motors and small engines.*** El Monte, CA: Hoffman Occupational Learning Systems.

Howes, C. (1978). ***Practica del tapizado. (Upholstering).*** Barcelona, Spain: Ceac.

Institute of Modern Languages, (1975). ***Basic electricity.*** Silver Spring, MD: Institute of Modern Languages.

Instructional Materials Laboratory. (n.d.). ***Building trades: Carpentry, electrical wiring, plumbing.*** Jefferson City, Missouri: Department of Elementary and Secondary Education, University of Missouri-Columbia.

Jacobowitz, Henry. (1970). ***Computadoras electronicas simplificadas. (Electronic computers simplified).*** Mexico, DF: CGE.

Jensen, C. H., Mason, F. H. S. (1971). ***Fundamentos de dibujo mecanico. (Fundamentals of mechanical design).*** Mexico, DF: McGraw-Hill.

Kelly, Michael G. (1982). ***Machine shop fundamentals.*** Springfield, IL: Illinois State Board of Education.

Kosow, Irving L. (1972). ***Transistores: Manual de autoensenanza programada. (Transistors: A programmed text).*** Madrid, Spain: Paraninfo.

Kotesky, Arturo A. (1979). ***Spanish/bilingual workbook for welders./Texto bilingue para soldadura.*** Elgin, IL: Elgin Community College, Bilingual Access Program.

Krar, S. F. & St. Amand, J. E. (1971). ***Entrenamiento en el taller mecanico./Training in the mechanic workshop.*** Mexico, DF: McGraw-Hill.

Kravitz, George (1965). ***Curso basico de TV.*** **Basic TV course.** New York, NY: Minerva.

Lane, Leonard C. (1972). ***Curso de reparacion de transistores y circuitos impresos/Course for transistor and printed circuit repair.*** 3a. ed. rev. Madrid, Spain: Paraninfo.

Lemons, Wayne & Sands, Leo G. (1972). ***Reparacion de pequenos electrodomesticos. (Small appliance repair).*** Madrid, Spain: Paraninfo.

Lentz, J. (1968). ***Manual practico de albanileria y de hormigon armado. (Practical guide to masonry and reinforced concrete).*** Madrid, Spain: Paraninfo.

Lopez-Cox, Guadalupe (1982). ***Auto mechanics course: Bilingual vocational instruction.*** San Marcos, TX: Southwest Texas State University.

Los Angeles Unified School District (1981). ***Electricity: A bilingual text/Electricidad: Un texto bilingue.*** Los Angeles, CA: Los Angeles Unified School District.

Los Angeles Unified School District (1981). ***Metalworking: A bilingual text/Trabajo en metal: Un texto bilingue.*** Los Angeles, CA: Los Angeles Unified School District.

Los Angeles Unified School District (1981). ***Woodworking: A bilingual text/Carpinteria: Un texto bilingue.*** Los Angeles, CA: Los Angeles Unified School District.

Louisiana Department of Education (1975). ***An adult prescriptive program for levels of employment: Career oriented education. Booklet 4: Instructional packet-construction employees; Booklet 6: Manufacturing employees.*** Baton Rouge, LA: Louisiana Department of Education.

Marina, Julio (1974). ***Electricidad: Teoria basica, texto programado. (Basic theory of electricity: Programmed text).*** Madrid, Spain: Paraninfo.

Massachusetts Migrant Education Program (1980). ***Automotive.*** Fall River, MA: Massachusetts Migrant Education Program.

Miller, John G. (1974). ***Plomeria: Un manual de herramientas, materiales, metodos e instructivos. (Plumbing: Manual of tools, materials, methods and instructions).*** Mexico, DF: Diana.

Moldeo (1975). ***Moldeo por inyeccion. (Injection molds).*** N.p.

Northern New Mexico Community College (1980). ***Auto mechanics.*** Modules 1-6. El Rito, NM: Northern New Mexico Community College.

Pender, James A. (1970). ***Soldadura. (Welding).*** Mexico, DF: McGraw Hill.
PET Program (1980). ***Pre-vocational curriculum.*** Philippines: P.E.T. Curriculum.

Philips Gloeilampenfabrieken, (1976). ***Manual de alumbrado. (Lighting manual).*** Madrid, Spain: Paraninfo.

Piccinini, Rodolfo E. (1973). ***Maquinas de fresar. (Drilling machines).*** Barcelona, Spain: G. Gili.

Project BEST (1987). ***Project BEST program and curriculum overview: Bilingual vocational training in heating, refrigeration, and air conditioning for limited English proficient students.*** Des Plaines, IL: Oakton Community College.

Project Mainstream (1980). ***Basic concepts in drafting for Spanish speaking students.*** Springfield, IL: Illinois State Board of Education.

Project Mainstream (1980). ***Drafting fundamentals for Korean-speaking students.*** Springfield, IL: Illinois State Board of Education.

Project VOICE (1988). ***Project VOICE: A competency-based education curriculum for the LEP in building maintenance.*** Grayslake, IL: Lake Area Vocational Center.

RCA Service Company (1974). ***Los transistores al alcance de todos: Texto programado. (Fundamentals of transistors: A programmed text).*** Madrid, Spain: Paraninfo.

Rivas Arias, Jose Maria (1972). ***Introduccion a la soldadura electrica. (Introduction to electrical welding).*** Madrid, Spain: Paraninfo.

Roberson, Paul (1970). ***Motores y maquinas. (Motors and machines).*** Salamanca, Spain: Anaya.

Rodriguez Garrido, L. & Amusco Milla, C. (1976). ***Tecnologia de imagen y sonido. (Image and sound technology).*** Madrid, Spain: Paraninfo.

Ronan, William (1980). ***Using hand tools.*** St. Louis, MO: Milliken.

Salgado Fonseca, G. (1981). ***Como reparar radios de transistores facilmente. (How to easily repair transistor radios).*** Mexico, DF: Mexicanos Unidos.

Savary, V. (1971). ***Tecnologia de albanileria. (Masonry technology).*** Madrid, Spain: Paraninfo.

Schnettler, Richard P. (1980). ***A Spanish translation of the 1951 edition of Drafting One: Pp. 3-5 and 31-42.*** Springfield, IL: Illinois State Board of Education.

Shin, Masako T. (1981). ***Multicultural, competency-based, vocational curricula series: Autobody repair.*** (English/Spanish/Laotian versions). Springfield, IL: Illinois State Board of Education

Shin, Masako T. (1981). ***Multicultural, competency-based, vocational curricula series: Automotive mechanics.*** (English/Spanish/Laotian versions). Springfield, IL: Illinois State Board of Education.

Shin, Masako T. (1981). ***Multicultural, competency-based, vocational curricula series: Fiberglass technician.*** (English/Spanish/Laotian versions). Springfield, IL: Illinois State Board of Education.

Shin, Masako T. (1981). ***Multicultural, competency-based, vocational curricula series: Machine trades.*** (English/Spanish/Laotian versions). Springfield, IL: Illinois State Board of Education.

Shin, Masako T. (1981). ***Multicultural, competency-based, vocational curricula series: Maintenance mechanics.*** (English/Spanish/Laotian versions). Springfield, IL: Illinois State Board of Education.

Shin, Masako T. (1981). ***Multicultural, competency-based, vocational curricula series: Combination welding.*** (English/Spanish/Laotian versions). Springfield, IL: Illinois State Board of Education.

TPC Training Systems (1975). ***Dibujos esquematicos y simbolos. (Schematic drawings and symbols).*** Barrington, IL: TPC Training Systems.

TPC Training Systems (1975). ***Lectura basica de planos (copias azules). (Basic blueprint reading).*** Barrington, IL: TPC Training Systems.

Toboldt, William K. (1977). ***Automotrix: Manual de reparaciones automotrices. (Manual for repairing automobiles).*** Darien, CT: Lineal/Cleworth.

Washburne Trade School (1978). ***Vending machine mechanics.*** (English/Chinese versions). Chicago, IL: Washburne Trade School.

Whirlpool Corporation (1975). ***Electricidad basica para aparatos caseros. (Basic electricity for home appliances).*** Benton Harbor, MI: Whirlpool Corporation.

A. GENERAL EMPLOYMENT

Adams, Anne H. (1978). ***Reading for survival in today's society.*** Glenview, IL: Scott, Foresman.

Akiyama, Carol (1976). ***The language of air travel in English.*** New York, NY: Regents.

Alkasab, Helen (1975). ***Jobs: Intermediate level ESL teaching packet.*** Elgin, IL: Elgin School District.

Auerbach, Elsa Roberts & Wallerstein, Nina (1987). ***ESL for action: Problem posing at work.*** Reading, MA: Addison-Wesley.

Baskin, Maria Maniscalco (1986). ***Working world: Language and culture of the job market.*** San Diego, CA: Harcourt Brace Jovanovich.

Black Hawk College (1975). ***Pre-vocational materials.*** Moline, IL: Black Hawk College.

Blosser, Betsy J. (1989). ***Living in English: Basic skills for the adult learner.*** Lincolnwood, IL: National Textbook Company.

Bomse, Marguerite D. & Alfaro, Julian H. (1978). ***Practical Spanish for school personnel, firemen, policemen, and community agencies.*** 2d. ed New York, NY: Pergamon Press.

Bonnerjea, Lucy & Freud, Bernadine (1988). ***Work base materials pack.*** London, England: Adult Literacy and Basic Skills Unit.

Bradley, Curtis H. & Friedenberg, Joan E. (1984). ***Safety comes in all languages.*** Springfield, IL: Illinois State Board of Education.

British Columbia Ministry of Education (1982). ***English for work.*** Victoria, BC: British Columbia Ministry of Education.

Cartier, Francis A. (1977). ***The language of the Air Force in English.*** New York, NY: Regents.

Center for Applied Linguistics (1975). ***English as a second language in vocational/technical education: Prevocational module.*** Arlington, VA: Center for Applied Linguistics.

Center for Applied Linguistics (1982). ***ESL in the workplace.*** Washington, DC: Center for Applied Linguistics.

Center for Applied Linguistics (1986). ***Working in the United States.*** Englewood Cliffs, NJ: Prentice-Hall.

Clovis Adult School (1981). ***Telephone: Consumer economics.*** Belmont, CA: Pitman Learning.

College of Lake County (Illinois) (1981). ***Pre-employment learning experience: A curriculum for teaching English to limited English speaking persons. Vol. I & 2.*** Grays Lake, IL: College of Lake County.

Cook, Cheri & Ellison, Judy (1978). ***Using the telephone.*** Syracuse, NY: New Readers Press.

Cornelius, Edwin T. (1981). ***Interview.*** New York, NY: Longman.

Crabtree, Jerri & Williams, Sue (1982). ***Job search: ESL handbook.*** Moline, IL: Black Hawk College.

DeFilippo, Judy & Walker, Michael (1982). ***Lifeskills.*** Reading, MA: Addison-Wesley.

Dobson, Julia M. & Sedwick, Frank (1975). ***Conversation in English: Points of departure.*** New York, NY: American Book Company.

Draper, George (1977). ***It's all in a day's work.*** Rowley, MA: Newbury House.

Dresner, Joanne & Beck, Kenneth (1980). ***It's up to you: Language skills and strategies for getting a job.*** New York, NY: Longman.

English Language Services, Inc. (1966). ***Aviation.*** London, England: Collier Macmillan.

Experiment in International Living (1984). ***Shifting gears: Hands-on activities for learning workplace skills and English as a second language.*** Brattleboro, VT: Experiment in International Living.

Ferguson, Nicolas & O'Reilly, Maire (1978). ***English telephone conversations.*** London, England: Evans.

Fox, James, Woods, Howard B. (1980). ***Telephone gambits: A model for teaching telephone English to second language learners.*** Hull, Quebec: Public Service Commission of Canada.

Freeman, Daniel B. (1982). ***Speaking of survival.*** New York, NY: Oxford University Press.

Friedenberg, Joan E. & Bradley, Curtis H. (1986). ***Finding a job in the United States.*** Lincolnwood, IL: National Textbook Co.

Gateway Technical Institute (1976). ***Vocational English.*** Kenosha, WI: Gateway Technical Institute.

Gundlach, Patricia Parott & Kelsey, Keenan Colton (1980). ***Using the phone book.*** Hayward, CA: Janus.

Hall, Eugene J. (1981). ***English at work.*** Chicago, IL: Science Research Associates.

Hall, Eugene J. (1976). ***The language of air travel in English.*** New York, NY: Regents.

Indiana Department of Public Instruction (1980). ***Apply now: Pre-vocational lessons in ESL.*** Indianapolis, IN: Indiana Department of Public Instruction.

Indochinese Materials Center (1980). ***Vietnamese-English VESL vocabulary.*** N.p.: Indochinese Materials Center.

Knowles, Philip L. & Sasaki, Ruth A. (1981). ***Fluency squares for business and technology.*** New York, NY: Regents.

Mackin, Ronald; Clarke, M.J.; Hawkins, W.F.; Gethin, R.H. & Widdoson, H.G. (1964). ***English studies series.*** London, England: Oxford University Press.

Macklin, Bill & Nash, Trevor. (1972). ***Air travel.*** London, England: Collier Macmillan.

Markstein, Linda (1984). ***Write now!*** New York, NY: Regents.

Methold, K., Walters, D.D. (1973). ***Understanding technical English.*** London, England: Longman.

Mixon, Deborah (1987). ***Vocational English language program.*** Albuquerque, NM: University of New Mexico.

Mosenfelder, Donn (1987). ***Vocabulary for the world of work.*** New York, NY: Educational Design.

Mrowicki, Linda G. (1984). ***Let's work safely! English language skills for safety in the workplace.*** Palatine, IL: Linmore Publishing.

Mrowicki, Linda G. (1985). ***Project Work English competency-based curriculum.*** Arlington Heights, IL: Northwest Educational Cooperative.

Mulvey, Mary (1978). ***How to find a job.*** Providence, RI: Progress for Achievement in Reading.

Mulvey, Mary (1978). ***Occupational safety.*** Providence, RI: Progress for Achievement in Reading.

Nicholson, Robert W. (1978). ***The language of national defense in English.*** New York, NY: Regents.

Norton, Aloysius A. & Knutsen, Edward W. (1978). ***The language of the merchant marine in English.*** New York, NY: Regents.

Pecoraro, Diane (1981). ***Pre-vocational exercises to do in the ESL class with your students.*** Minneapolis, MN: Pecoraro.

Peknik, George (1982). ***English for the work-place: An English for specific purposes course.*** DuPage Co., IL: CETA.

Peknik, George & Peknik, Sabina (1982). ***Life skills for the ESL student.*** DuPage Co., IL: CETA.

Penfield, Joyce (1984). ***Integrating ESL and the workplace.*** Highland Park, NJ: Penfield Associates.

PET Program (1980). ***Pre-Vocational (curriculum).*** Philippines: P.E.T. Curriculum.

Prince, David W. & Gage, Julia Lakey (1986). ***Your first job: Putting your English to work.*** Englewood Cliffs, NJ: Prentice Hall.

Prince, David W. & Gage, Julia Lakey (1980). ***English for your first job: A beginning vocational ESL textbook.*** Olympia, WA: Washington State Superintentent of Public Instruction.

Providence School Department (1975). ***How to find a job.*** Providence, RI: Providence School Department.

Providence School Department (1975). ***Understanding your paycheck.*** Providence, RI: Providence School Department.

Providence School Department (1975). ***The telephone.*** Providence, RI: Providence School Department.

Richey, Jim (1978). ***Job application language: A survival vocabulary.*** Hayward, CA: Janus.

Robinson, Catherine & Rowekamp, Jenise (1985). ***Speaking up at work.*** New ed. New York, NY: Oxford Univ. Press.

Robinson, Catherine & Rowekamp, Jenise (1980). ***Speaking up at work: Language skills for maintaining employment.*** St. Paul, MN: International Institute of Minnesota.

Rowekamp, Jenise (1980). ***Speaking up at work.*** N.p.

Royce, Sherry; Jackson, Philip G.; Drumm, Irma; Donecker, Paul & Miller, Christopher Rans (1980). ***ABLEST: Adult Basic Literacy Education Skills Training.*** Belmont, CA: Pitman Learning.

Rusthoi, Daniel (1978). ***Prevocational English.*** Silver Spring, MD: Institute of Modern Languages.

San Diego Community College (1976). ***Survival English for Vietnamese.*** San Diego, CA: San Diego Community College.

Savage, K. Lynn (1982). ***English that works: Integrated, competency-based, bilingual, pre-vocational English as a second language.*** Glenview, IL: Scott, Foresman.

Seeler (1980). ***Job coping skills through ESL.*** Cambridge, MA: Indochina English and Jobs Program.

Smith, Pamela (1982). ***Career English.*** Walton-on-Thames: Thomas Nelson.

Starkey, Carolyn Morton & Penn, Norgina Wright (1984). ***Building real life English skills.*** Lincolnwood, IL: National Textbook Co.

West, Linda L. & Wilkinson, Betty (1981). ***Occupation-specific ESL.*** San Francisco, CA: Chinatown Resources Development Center.

Williams, Ralph R. (1978). ***The language of aviation in English.*** New York, NY: Regents.

Wisconsin Resettlement Assistance Office (1976). ***Anh ngu trong cong viec/English on the job.*** (Vietnamese). Madison, WI: Wisconsin Resettlement Assistance Office.

B. AGRICULTURE

English Language Services, Inc. (1977). ***Agriculture.*** New York NY: Collier Macmillan.

Tracy, Virginia (1974). ***Vocabulary skills - Horticulture.*** New Brunswick, NJ: Rutgers University.

C. BUSINESS

Alkasab, Helen (1975). ***Bank: Beginning and intermediate level ESL teaching packet.*** Elgin, IL: Elgin School District.

Barnes, Gregory Allen (1982). ***Communication skills for the foreign-born professional.*** Philadelphia, PA: ISI Press.

Beesley, Alan R. (1985). ***English for your business career.*** London, England: Collier Macmillan.

Bernstein, Rosella (1975). ***English at your fingertips: A typewriter assisted language learning program.*** Portland, OR: English Language Services.

Bilingual Vocational Instructional Aide Training Program (1980). ***Bilingual vocational glossary: Office occupations.*** (Lao-English). Denver, CO: Bilingual Vocational Instructional Aide Training Program.

Bromley, Robin & Miller, Walter J. (1982). ***English for office careers.*** N.p.

Carbajo, Antonio (1967). ***Spanish for banks and savings and loan institutions. (Ingles para bancos e instituciones de ahorros y prestamos).*** Miami Springs, FL: Language Research Press.

Carbajo, Antonio (1966). ***English for retail selling. (Ingles comercial).*** Miami Springs, FL: Language Research Press.

Center for Applied Linguistics (1975). ***English as a second language in vocational/technical education: Clerical module.*** Arlington, VA: Center for Applied Linguistics.

Chacon, Louis (1981). ***Bilingual business grammar./Gramatica comercial bilingue.*** Cincinnati, OH: South-Western Publishing.

Costinett, Sandra (1973). ***American English for international businessmen.*** Silver Spring, MD: Institute of Modern Languages.

Costinett, Sandra (1977). ***The language of accounting in English.*** New York, NY: Regents.

Dobson, Julia M. & Hawkins, Gerald S. (1978). ***Conversation in English: Professional careers.*** New York, NY: American Book Company.

Eckersley, C. E. (1973). **A *commercial course for foreign students.*** London, England: Longman.

Educational Services (1954). ***Commercial correspondence for students of English as a second language.*** New York, NY: McGraw Hill.

Elgin YWCA Refugee Project (1980). ***Data entry vocational training. VESL program.*** Elgin, IL: Elgin YWCA Refugee Project.

English Language Services, Inc. (1977). ***Banking.*** New York, NY: Collier Macmillan.

English Language Services, Inc. (1977). ***International trade.*** New York, NY: Collier Macmillan.

English Language Services, Inc. (1976). ***Journalism.*** New York, NY: Collier Macmillan.

Ferguson, Nicolas & O'Reilly, Maire (1979). ***English for international banking.*** London, England: Evans.

Ferguson, Nicolas & O'Reilly, Maire (1978). ***English for shop assistants.*** Lausanne, France: CEEL.

Fernandez de la Vega, Oscar & Hernandez-Miyares, Julio E. (1978). ***Ortografia en accion con vocabulario comercial. (Grammar in action with business vocabulary).*** Cincinnati, OH: South-Western.

Feuille-LeChevallier, Carolyn (1983). ***Tele-VESL: Business telephone skills.*** San Francisco, CA: Alemany Press.

French, John Thomas (1984). ***You're in business! Building business English skills.*** Reading, MA: Addison-Wesley.

Garcia, Mariano (1972). ***Spanish for law enforcement officers.*** Silver Spring, MD: Institute of Modern Languages.

Gay, Charles W. (1969). ***Learning English through typewriting.*** Washington, DC: English Language Services.

Gordon, Ian (1977). ***Basic business letters.*** London, England: Heinemann Educational.

Hacikyan, A. Jack & Gill, Marilyn (1980). ***Business in English: A communicative skills approach.*** New York, NY: Regents.

Harvard, Joseph & Ariza, I.F. (1985). ***Bilingual guide to business and professional correspondence. (Guia bilingue de correspondencia profesional y de negocios).*** Oxford, NY: Pergamon Press.

Hieshima, Joyce A. (1981). ***VESL for data processing.*** Springfield, IL: Illinois State Board of Education.

Humby, Edward & Robinson, Philip (1971). ***Computers.*** London, England: Collier-Macmillan.

Kalnitz, Joanne (1981). ***VESL for keypunch.*** Springfield, IL: Illinois State Board of Education.

Keegel, John C. (1976). ***The language of computer programming in English.*** New York, NY: Regents.

Kench, A.B. (1977). ***The language of English business letters.*** London, England: Macmillan.

Knoeller, Christian (1988). ***Office communication.*** Englewood Cliffs, NJ: Prentice-Hall.

Kruse, Benedict & Kruse, Bettijune (1976). ***English for business: Marketing.*** New York, NY: McGraw Hill.

Long, Eugene E. & Buckwald, William (1971). ***Commercial English handbook for English-Spanish secretaries.*** Mexico, DF: Trillas.

Lopez-Valadez, Jeanne & Pankratz, David Eds. (1987). ***VESL for data entry: A competency-based curriculum guide.*** Arlington Heights, IL: Northwest Educational Cooperative.

Margolis, Sylvia (1971). ***The department store.*** London, England: Collier Macmillan.

Maynard, Jeff (1979). ***Diccionario de procesamiento de datos. (Data processing dictionary).*** Mexico, DF: Diana.

Mohr, Boudewijn (1978). ***The language of international trade in English.*** New York, NY: Regents.

Mullen, Norma D. & Brown, Charles P. (1984). ***English for computer science.*** Oxford, England: Oxford University Press.

Murray, Elena Picazo de & Mancebo, Alicia Picazo de (1975). ***Business vocabulary and spelling.*** Mexico, DF: McGraw Hill.

Naidoo, Pauline (1973). ***Office practice.*** London, England: Collier-Macmillan.

Nieves, Enrique (1982). ***Topics for business English for Spanish speaking students. (Temas para ingles comercial para estudiantes de habla hispana).*** Cincinnati, OH: South-Western Publishers.

Pearson, Christopher (1975). ***Getting down to business in English.*** London, England: Heinemann Educational.

Project Mainstream, Truman College (1981). ***VESL for data processing.*** Chicago, IL: Truman College.

Project Mainstream, Truman College (1981). ***VESL for keypunch.*** Chicago, IL: Truman College.

Richey, Jim (1983). ***Store words.*** Hayward, CA: Janus.

Richey, Jim (1978). ***Supermarket language: A survival vocabulary.*** Hayward, CA: Janus.

Robinson, Philip (1972). ***Computer programming.*** London, England: Collier Macmillan.

Sainz (Enrique) Editores (1965). ***Ingles commercial moderno.*** Mexico, DF: Sainz (Enrique) Editores.

Salto Doll, Angel (1971). ***Diccionario de terminos de proceso de datos. (Dictionary of data processing terminology).*** Madrid, Spain: Paraninfo.

San Diego Community College District Foundation (1985). ***VESL for retailing.*** San Diego, CA: San Diego Community College District Foundation.

Seyfried, Pamela (1981). ***VESL for accounting.*** Springfield, IL: Illinois State Board of Education.

Shay, Gail F. (1983). ***Activities for VESL vocabulary cards.*** (Business series). Phoenix, AZ: Arizona Department of Education.

Sheff, Donald A. (1964). ***Secretarial English.*** New York, NY: Regents.

Steel de Meza, Barbara (1973). ***Business letter handbook: Spanish-English./Manual de correspondencia comercial.*** (Spanish/English). New York, NY: Regents.

Taylor, Marcia E. (1976). ***Orientation in business English.*** Silver Spring, MD: Institute of Modern Languages.

Taylor, Marcia E. (1972). ***Orientation in business English: Secretarial series.*** Silver Spring, MD: Institute of Modern Languages.

Vander, Bonita (1982). ***ESL for clerical workers.*** New York, NY: Business and Technical Institute, Inc.

Vanson, George N. & Frankenthaler, Marilyn R. (1982). ***Spanish/English legal terminology. (Terminologia legal espanol-ingles).*** Cincinnati, OH: South-Western Publishers.

Wright, Kenneth (1980). ***English as a second language for business communications.*** Elgin, IL: Elgin Community College, Bilingual Access Program.

Wrigley, Heide Spruck (1987). ***May I help you? Learning how to interact with the public.*** Reading, MA: Addison-Wesley.

D. HEALTH

Austin, David & Crosfield, Tim (1980). ***English for nurses.*** London, England: Longman.

Bloom, Gretchen (1976). ***The language of hospital services.*** New York, NY: Regents.

Bloom, Gretchen (1982). ***The language of medicine in English.*** New York, NY: Regents.

Blue Cross Association (1970). ***A foreign language guide to health care.*** Chicago, IL: Blue Cross Association.

Burckett-Evans, Jenifer (1983). ***Que le pasa? Basic Spanish for medical personnel.*** Reading, MA: Addison-Wesley.

Carbajo, Antonio (1963). ***Spanish for doctors, dentists, oculists, optometrists, and nurses. (Ingles para medicos, dentistas, oculistas, optometristas, y enfermeras).*** 3d. ed. Miami Springs, FL: Language Research Press.

Chicago Board of Education (1980). ***Health services for limited English proficient speakers.*** Chicago, IL: Chicago Board of Education.

Dade County Public Schools (1976). ***Health Services: Individualizing Spanish for speakers of English, Series A, Student's book.*** Units I-VI, VII-XII. Miami, FL: Dade County Public Schools.

Dade County Public Schools (1976). ***Retail sales, food and health services, travel agency and hotel reservations: Individualizing Spanish for speakers of English, Series A.*** Miami, FL: Dade County Public Schools.

Dallas, Donald (1971). ***Nursing.*** New York, NY: Collier Macmillan.

English Language Services, Inc. (1966). ***Medicine.*** New York, NY: Collier Macmillan.

English Teaching Information Centre (1975). ***Medical English for overseas students and doctors (specialized bibliography).*** London, England: English Teaching Information Centre.

Escandon, Ralph (1982). ***Bilingual vocabulary for the medical profession/Vocabulario bilingue para la profesion medica.*** Cincinnati, OH: South-Western.

Garnett, Wayne A. & Garnett, Kristen Dahl (1983). ***Translations for use in emergency care.*** Minneapolis, MN: Gadco.

Gateway Technical Institute (1977). ***English as a second language: Nursing assistant preparation unit.*** Kenosha, WI: Gateway Technical Institute.

Gray-Richards, Barbara & Kirley, Elizabeth (1980). ***English for the health sciences.*** Vancouver, BC: Vancouver Community College.

Hirschhorn, Howard H. (1968). ***Medical guide Spanish-English, English-Spanish. Guia medica espanol-ingles, ingles-espanol.*** New York, NY: Regents.

Kerr, Rosalie (1978). ***Nursing science.*** London, England: Longman.

Lachowitz, David John (1974). ***Using medical English: For studer.. of English as a second language.*** Chicago, IL: American Medical Association.

Lancashire Industrial Language Training Unit. ***Communication skills training in the health service.***

LaPuente Valley Adult Schools (1985). ***Nurse Assistant.*** LaPuente, CA: LaPuente Valley Adult Schools.

Liston, David (1977). ***Hospital Spanish.*** Chicago, IL: Cook County Hospital.

Maclean, Joan (1975). ***English in basic medical science.*** London, England: Oxford University Press.

Methold, Kenneth & Methold, Chuntana (1975). ***Practice in medical English.*** London, England: Longman.

Morgan, J. Elizabeth (1972). ***Spanish-English medical conversation reference: For use with Spanish speaking patients.*** Kenilworth, NJ: Shering Corporation.

Newhouse, Dora (1977). ***Como trabajar o comunicar en un hospital o casa de convalecientes o en una casa privada. (How to work or communicate in a hospital or private home).*** Los Angeles, CA: Newhouse.

Richey, Jim (1978). ***Drugstore language: A survival vocabulary.*** Hayward, CA: Janus.

Richey, Jim (1983). ***Hospital words.*** Hayward, CA: Janus.

SWRL Educational Research and Development (1981). ***Medical vocational ESL resource guide.*** Los Alamitos, CA: SWRL Educational Research and Development.

SWRL Educational Research and Development (1980). ***Spanish in medical settings: Resources for English-speaking medical technicians.*** Los Alamitos, CA: SWRL Educational Research and Development.

San Diego Community College District Foundation (1986). ***VESL for homemaker/Home health aide training.*** San Diego, CA: San Diego Community College District Foundation.

Savariego, Berta (1982). ***Talk to the patient in Spanish/Hablele al paciente en espanol.*** Cincinnati, OH: South-Western Publishing.

Seymann, Marilyn R. (1977). ***Basic Spanish for health personnel.*** Garden Grove, CA: Trainex Corporation.

Shay, Gail (1984). ***Activities for VESL vocabulary cards: Nursing assistant.*** Phoenix, AZ: Arizona Department of Education.

Summer Institute of Linguistics (1975). ***English-Khmer medical dictionary.*** Manila, Philippines: Summer Institute of Linguistics.

Sunburst Graduating Class of 1983 (1983). ***English as a second language nursing assistant training program.*** Skokie, IL: Oakton Community College.

Tabery, Julia Jordan (1975). ***Communicating in Spanish for medical personnel.*** Boston, MA: Little, Brown.

Wagner, Christa & Rullo, Janet (1980). ***Medical guide and glossary.*** (Cambodian, Laotian, Vietnamese eds.) Portland, OR: Indochinese Language Resource Center.

E. HOME ECONOMICS

Binham, Philip (1982). ***Hotel English.*** Oxford, England: Pergamon Press.

Binham, Philip (1982). ***Restaurant English.*** Oxford, England: Pergamon Press.

Carbajo, Antonio (1966). ***Spanish for hotels and motels./ingles para hoteles y moteles.*** Miami Springs, FL: Language Research Press.

Carbajo, Antonio (1965). ***Spanish for restaurants./ingles para restaurantes.*** Miami Springs, FL: Language Research Press.

Center for Applied Linguistics (1975). ***English as a second language in vocational/technical education: Food services module.*** Arlington, VA: Center for Applied Linguistics.

Crabtree, Jerri (1981). ***English for clothing workers.*** Moline, IL: (Author).

FACILE Project (1985). ***Housekeeping good morning! Vocational ESL for hotels.*** Miami, FL: Christian Community Service Agency.

Gateway Technical Institute (1977). ***English as a second language: Custodial assistant training unit.*** Kenosha, WI: Gateway Technical Institute.

Gateway Technical Institute (1977). ***English as a second language: Maid service training unit.*** Kenosha, WI: Gateway Technical Institute.

Hall, Eugene J. (1976). ***The language of hotels in English.*** New York, NY: Regents.

Hall, Eugene J. (1977). ***The language of restaurants and catering in English.*** New York, NY: Regents.

Hall, Eugene T. (1976). ***The language of tourism in English.*** New York, NY: Regents.

Helgesen, Marc E. (1985). ***Food service: A bilingual reference manual for Spanish speakers. Servicio de comida: Una referencia manual bilingue para gente de habla hispana.*** Menard, IL: Menard Vocational Project for New English Speakers.

Hodlin, Susan (1974). ***An English language training course for overseas staff in hospital laundries.*** London, England: King's Fund Centre.

Kay, Carol. (n.d.). ***Vocational vocabulary module: Food service - Instructor's manual.*** (Cassette tapes and slides). Columbia, Missouri: University of Missouri-Columbia, Instructional Materials Laboratory.

Kay, Carol. (n.d.). ***Vocational vocabulary module: Food service - Student manual.*** (Cassette tapes and slides). Columbia, Missouri: University of Missouri-Columbia, Instructional Materials Laboratory.

Laird, Elizabeth (1977). ***An English language training course for overseas catering staff in hospitals: English for catering staff.*** London, England: King's Fund Centre.

Laird, Elizabeth (1975). ***An English language training course for overseas domestic staff in hospitals: English for domestic staff.*** London, England: King's Fund Centre.

Mulvey, Mary (1978). ***Sewing.*** Providence, RI: Progress for Achievement in Reading.

Newhouse, Dora (1977). ***Como trabajar o comunicar en un hotel, motel o posada. (How to work or communicate in a hotel motel or inn).*** Los Angeles, CA: Newhouse.

Newhouse, Dora (1977). ***Como trabajar o comunicar en un restaurante o bar. (How to work or communicate in a restaurant or bar).*** Los Angeles, CA: Newhouse.

Newhouse, Dora (1978). ***Como trabajar o comunicar en una casa privada. (How to work or communicate in a private home).*** Los Angeles, CA: Newhouse.

Peknik, George (1982). ***English for food service: An English for specific purposes course.*** DuPage Co., IL: CETA.

Lopez-Valadez, Jeanne & Pankratz, David Eds. (1987). ***VESL for cooking: A competency-based curriculum guide.*** Arlington Heights, IL: Northwest Educational Cooperative.

Providence School Department (1975). ***It's sew easy.*** Providence, RI: Providence School Department.

Providence School Department (1975). ***Restaurants.*** Providence, RI: Providence School Department.

Richey, Jim (1983). ***Hotel/Motel words.*** Hayward, CA: Janus.

Richey, Jim (1978). ***Restaurant language: A survival vocabulary.*** Hayward, CA: Janus.

Richey, Jim (1983). ***Restaurant words.*** Hayward, CA: Janus.

Rosenstein, Betty & Schorr, Emmy (1982). ***Housekeeping in English or Spanish/Los quehaceres domesticos en ingles o espanol.*** Los Angeles, CA: Rosemore.

Scheraga, Mona & Maculaitis, Jean D'Arcy (1984). ***An illustrated glossary of basic clothing language for limited English proficient students.*** Passaic, NJ: Passaic High School.

Schrago-Lorden, Kate (1979). ***English for hotel staff.*** London, England: Evans Brothers.

Springfield Refugee Program (1980). ***Food service VESL.*** Springfield, IL: Springfield Refugee Program.

Springfield Refugee Program (1980). ***Janitorial VESL.*** Springfield, IL: Springfield Refugee Program.

Tracy, Virginia (1974). ***Vocabulary skills - Beauty culture.*** New Brunswick, NJ: Rutgers University.

Vocational Reading Power Program (1980). ***Clothing services: Glossary of key words.*** Trenton, NJ: Right to Read Program.

Worsdall, Vivien (1977). ***Special English for hotel personnel.*** New York, NY: Collier Macmillan.

Wright, Kenneth (1980). ***Vocational English as a second language for food production.*** Springfield, IL: Illinois State Board of Education.

F. INDUSTRY

Adult Literacy and Basic Skills Unit (1983). ***Teaching literacy and numeracy to craft students.*** London, England: Adult Literacy and Basic Skills Unit.

Alpers, Byron J. & Afrow, Mitchell L. (1978). ***Shoptalk.*** Boston, MA: Allyn and Bacon.

Beardwood, Lynette (1979). ***A first course in technical English.*** London, England: Heinemann Educational.

Benito Juarez High School (1980). ***General shop dictionary.*** Chicago, IL: Benito Juarez High School.

Bilingual Vocational Instructional Aide Training Program (1980). ***Bilingual vocational glossary: Auto body.*** (Vietnamese/English version). Denver, CO: Denver Public Schools.

Bilingual Vocational Instructional Aide Training Program (1980). ***Bilingual vocational glossary: Auto mechanics.*** (Lao/English version). Denver, CO: Demver Public Schools.

Bilingual Vocational Instructional Aide Training Program (1980). ***Bilingual vocational glossary: Basic electronics.*** (Vietnamese/English version). Denver, CO: Denver Public Schools.

Bilingual Vocational Instructional Aide Training Program (1980). ***Bilingual vocational glossary: Electronic assembly.*** (Vietnamese/English version). Denver, CO: Denver Public Schools.

Bilingual Vocational Training Project (1979). ***A glossary of heating and air conditioning.*** (Spanish/English version). (Vietnamese/English version). Menomonie, WI: Governor's Employment and Training Office.

Bilingual Vocational Training Project (1979). ***A glossary of welding.*** (Spanish/English versions). (Vietnamese/English version). Menomonie, WI: Governor's Employment and Training Office.

Comfort, Jeremy (1982). ***Basic technical English.*** Oxford, England: Oxford University Press.

Dade County Public Schools (1976). ***Air conditioning services: Individualizing Spanish for speakers of English, Series B, Student's Book.*** Units I-III. Miami, FL: Dade County Public Schools.

Dade County Public Schools (1976). ***Automotive, radio/TV, air conditioning, barber and beauty services: Individualizing Spanish for speakers of English, Series B, Teacher's book.*** Miami, FL: Dade County Public Schools.

Doris, Fran (1975). ***Tools.*** Cleveland Heights, OH: Cleveland Heights Public Schools.

Doris, Fran (1975). ***Transportation.*** Cleveland Heights, OH: Cleveland Heights Public Schools.

English Language Services, Inc. (1966). ***Aviation mechanics.*** New York, NY: Collier Macmillan.

English Language Services, Inc. (1977). ***Engineering.*** New York, NY: Collier Macmillan.

Feniczy, George (1974). ***A new approach to teaching scientific English.*** Budapest, Hungary: N.p.

Ferguson, Nicolas & Reilly, Maire O. (1978). ***English for shop assistants.*** Lausanne, Switzerland: CEEL.

Galbraith, Jeff (1981). ***Vocational English as a second language for automotive.*** Springfield, IL: Illinois State Board of Education.

Galbraith, Jeff (1981). ***Vocational English as a second language for welding.*** Springfield, IL: Illinois State Board of Education.

Gateway Technical Institute (1977). ***English as a second language: Automotive mechanic.*** Kenosha, WI: Gateway Technical Institute.

Gateway Technical Institute (1977). ***English as a second language: Machine tool operation preparation unit.*** Kenosha, WI: Gateway Technical Institute.

Gateway Technical Institute (1977). ***English as a second language: Small engine and chassis mechanic preparation unit.*** Kenosha, WI: Gateway Technical Institute.

Grosskoph, Arlyss (1983). ***Prevocational ESL curriculum and study guides.*** LaCrosse, WI: Western Wisconsin Technical Institute.

Guza, Michael (1973). ***Welding: A glossary of key words.*** Pontiac, MI: Oakland Schools.

Hionides, Harry T. (1966). ***An English-Greek technical dictionary/Anglo-ellenikon lexikon technikon oron.*** Athens, Greece: M. Pechlivanides.

Hirschhorn, Howard H. (1970). ***Technical and scientific reader in English/Temas tecnicos y cientificos en ingles.*** New York, NY: Regents.

Hughson, Roy V. (1979). ***The language of chemical engineering in English.*** New York, NY: Regents.

Hutchinson, Tom & Waters, Alan (1984). ***Interface: English for technical communication.*** London, England: Longman.

Kalnitz, Joanne (1981). ***VESL drafting.*** Springfield, IL: Illinois State Board of Education.

Jay, Stephen (1972). ***The jet engine.*** London, England: Collier Macmillan.

Kay, Martin & Goodfellow, Robin (1974). ***Marketing petroleum products.*** London, England: Collier-Macmillan.

Kessman, William A. (1978). ***Automobile maintenance: Reading and language activities.*** New Brunswick, NJ: Rutgers University Vocational Technical Curriculum Laboratory.

Krueger, Linda & Boland, Karen (1981). ***VESL for blueprint reading.*** Peoria, IL: Peoria Catholic Social Service Resettlement Organization.

Lamp, LuAnn (1980). ***VESL welding materials.*** Elgin, IL: Elgin Community College.

Lansing School District (1986). ***Heating and air conditioning dictionary of terms.*** (Lao version). Lansing, MI: Lansing School District.

La Puente Valley Adult Schools (1985). ***Auto mechanics.*** La Puente, CA: La Puente Valley Adult Schools.

La Puente Valley Adult Schools (1985). ***Machine shop.*** La Puente, CA: La Puente Valley Schools.

Lima, Robert F. (1969). ***Arco motor vehicle dictionary/Diccionario Arco del automotor.*** New York, NY: Arco.

Lopez-Valadez, Jeanne & Pankratz, David, Eds. (1987). ***VESL for heating and air conditioning: A competency-based curriculum guide.*** Arlington Heights, IL: Northwest Educational Cooperative.

Macpherson, Margaret & Smith, Patricia (1979). ***English in industry: Formulae for beginners.*** Canberra, Australia: Australia Government Publishing Service.

Malgorn, Guy (1977). ***Diccionario tecnico espanol-ingles. Technical dictionary Spanish-English.*** Madrid, Spain: Paraninfo.

Merino, Jose (1975). ***Ingles.*** Madrid, Spain: Paraninfo.

Merker, Roberta H. (1985). ***VESL for machine shop.*** San Diego, CA: San Diego Community College District Foundation.

Methold, Kenneth (1979). ***Understanding technical English.*** Hong Kong: Longman.

Minnesota State Department of Education (1975). ***Technical ESL: Machine shop materials.*** St. Paul, MN: Minnesota State Department of Education.

Mountford, Alan (1975). ***English: in workshop practice.*** London, England: Oxford University Press.

Mulvey, Mary (1978). ***Carpentry.*** Providence, RI: Progress for Achievement in Reading.

Mulvey, Mary (1978). ***Electronics.*** Providence, RI: Progress for Achievement in Reading.

Mulvey, Mary (1978). ***Fixing your car.*** Providence, RI: Progress for Achievement in Reading.

Mulvey, Mary (1978). ***Painting.*** Providence, RI: Progress for Achievement in Reading.

Mulvey, Mary (1978). ***Simple plumbing repairs.*** Providence, RI: Progress for Achievement in Reading.

Mulvey, Mary (1978). ***Tools.*** Providence, RI: Progress in Achievement in Reading.

New York City Public Schools (1970). ***Spanish-English glossary of occupational terms: Business machine repair, electronics, general contracting, pipe trades.*** New York, NY: New York City Public Schools.

Olivetti Company (1976). *Diccionario de informacion ingles/espanol.* ***(English/Spanish information dictionary).*** 2d. ed. Madrid, Spain: Paraninfo.

Pankratz, David (1989). ***VESL for Industrial and Technical Training (VITT) curriculum.*** Des Plaines, IL: Northwest Educational Cooperative.

Peknik, George (1982). ***English for drafting.*** DuPage, Co., IL: CETA.

Peoria Catholic Social Service (1981). ***Machine tool operator VESL.*** Peoria, IL: Peoria Catholic Social Service.

Pittman, G. A. (1975). ***Preparatory technical English.*** Rev. ed. (Metric). London, England: Longman.

Project BEST (1987). ***VESL curriculum: Communication skills for training and employment in heating, refrigeration, and air conditioning.*** Des Plaines, IL: Oakton Community College.

Project Mainstream (1979). ***VESL for drafting.*** Springfield, IL: Illinois State Board of Education.

Puerto Rico Department of Education (1986). ***English for shop work.*** San Juan, PR: Puerto Rico Department of Education.

Richonne, Judy (1986). ***VESL for electronic technicians.*** San Diego, CA: San Diego Community College District Foundation.

Rock Valley College Indochinese Refugee Training Program (1980). ***Syllabus for the machine shop and vocational English classes.*** Rockford, IL: Rock Valley College Indochinese Refugee Training Program.

Rossner, Richard & Taylor, James (1973). ***Technical English reader.*** London, England: Macmillan.

Secrist, Bettie Lou & Loth, Panthoul (1975). ***English-Cambodian math vocabulary.*** Long Beach, CA: Long Beach Unified School District.

Shay, Gail (1984). ***Activities for VESL vocabulary cards: Auto mechanics.*** Phoenix, AZ: Arizona Department of Education.

Shin, Masako T. (1980). ***Multicultural, competency-based, vocational curricula series: Auto body repair technical terms.*** (English-Laotian lexicon). Carbondale, IL: Career Development Center.

Shin, Masako T. (1980). ***Multicultural, competency-based, vocational curricula series: Automobile repair technical terms.*** (Laotian-English version). Carbondale, IL: Southern Illinois University.

Shin, Masako T. (1980). ***Multicultural, competency-based, vocational curricula series: Combination welding technical terms.*** (English-Laotian lexicon). Carbondale, IL: Career Development Center.

Swanland, Charles (1980). ***Basic English for science and technology.*** Chicago, IL: Intercultural Press.

Tarmac, Inc. (1976). ***Words of work: Carpentry series.*** Asheville, NC: Tarmac, Inc.

Temple University (1987). ***Automotive cutting tools.*** Philadelphia, PA: Temple University Vocational Education.

Thacher, Marian (1985). ***VESL for building construction.*** San Diego, CA: San Diego Community College District Foundation.

Thomas, Toni D. (1987). ***Welding English for non-native speakers.*** San Diego, CA: San Diego Community College District.

Thomas, Toni D. & Thaxton, Karen A. (1987). ***Electronic assembly English for non-native speakers.*** San Diego, CA: San Diego Community College District.

Tracy, Virginia (1974). ***Vocabulary skills - Auto shop.*** New Brunswick, NJ: Rutgers University.

Trimble, Louis (1977). ***An approach to reading scientific and technical English.*** Mexico, DF: Universidad Autonoma.

Troth, Clement O. (1976). ***I know a vocabulary game for. . . Series.*** New Brunswick, NJ: Rutgers University Vocational-Technical Curriculum Laboratory.

1. Carpentry trades
2. Construction technology trade
3. Drafting trade
4. Electrical trades
5. Electronics trade

6. Plumbing trade
7. Printing trade
8. Upholstery trade
9. Welding

Turner, Rufus P. & Gibilisco, Stan (1985). ***The illustrated dictionary of electronics.*** 3d. ed. Blue Ridge Summit, PA: TAB Books.

United Nations Educational, Scientific and Cultural Organization (1984). ***Terminology of technical and vocational education.*** Rev. ed. Paris, France: UNESCO.

United States Department of Housing and Urban Development (1979). ***Homeowner's glossary of building terms.*** Washington, DC: U.S. Department of Housing and Urban Development.

Vietnamese Engineering Society (1977). ***Technical dictionary: English-French-Vietnamese.*** N.p.

Vocational Reading Power Program (1980). ***Heating, air conditioning: Glossary of key words.*** Trenton, NJ: Right to Read Program.

Vocational Reading Power Program (1980). ***Radio TV repair: Glossary of key words.*** Trenton, NJ: Right to Read Program.

Wehrs, George (1979). ***Concepts of carpentry.*** (Vietnamese/English versions). Menomonie, WI: Bilingual Vocational Training Project.

West, Linda L. & Smith, Harold (1979). ***Vocational English as a second language: Basic welding module.*** Hacienda, CA: Hacienda School District.

West, Linda L. (1984). ***Welding.*** Hayward, CA: Alemany Press.

Yeadon, Anthony (1974). ***The motor car.*** London, England: Collier Macmillan.

Zimmerman, Mikhail G. (1967). ***Russian-English translators dictionary: A guide to scientific and technical usage.*** New York, NY: Plenum Press.

47

PART II - PROFESSIONAL REFERENCE

Adams, Susan B. & Taylor, Stephanie P. (1979). ***Limited English speaking program in Kentucky.*** Bowling Green, KY: Kentucy Department of Education.

Adams, Susan B. & Taylor, Stephanie P. (1980). ***Vocation for students with limited English proficiency: Research & program development in Kentucky.*** Bowling Green, KY: Western Kentucky University.

Adult Competency Education Project (1970). ***Competency based job description fact sheet(s).*** Redwood City, CA: Adult Competency Education Project.

Au, Tony Munchi (1982). ***Vocational outcomes of Indochinese refugee graduates of the Minnesota Area Vocational Technical Institutes.*** Minneapolis, MN: University of Minnesota.

August, Lynn Kao; Bach, Robert L.; Forbes, Susan S. & North, David S. (1985). ***Aspects of refugee resettlement in the United States: Four papers.*** Washington, DC: U.S. Office of Refugee Resettlement.

Bach, Robert L. & Tienda, Marta (1985). ***Contemporary immigration and refugee movements and employment adjustment policies.*** N.p.

Berkeley Planning Associates (1985). ***The Chicago refugee service system: An assessment of services and data.*** Chicago, IL: Jewish Federation of Metropolitan Chicago.

Bilingual Vocational Education Project (1980). ***Human resources directory.*** Arlington Heights, IL: Bilingual Vocational Education Project.

Bilingual Vocational Education Project (1979). ***Needs survey: Serving the limited English speaking in Illinois.*** Arlington Heights, IL: Bilingual Vocational Education Project.

Bilingual Vocational Education Project (1978). ***Limited English speaking adults in Illinois: A linguistic demographic report based on a documentary survey.*** Arlington Heights, IL: Bilingual Vocational Education Project.

Bullock, Paul (1977). ***Minorities in the labor market.*** Los Angeles, CA: Institute of Industrial Relations, University of California.

Center for Applied Linguistics (1982). ***A guide for employers of refugees.*** Washington, DC: Center for Applied Linguistics.

Center for Applied Linguistics (1980). ***Social adaptation of refugees: A guide for service providers.*** Washington, DC: Center for Applied Linguistics.

Conference on the Educational and Occupational Needs of Hispanic Women (1980). ***Conference on the Educational and Occupational Needs of Hispanic Women.*** Washington, DC: National Institute of Education.

Coon, Deborah L. & Edmonds, Rita M. (1982). ***Indochinese refugees: Adjustment patterns and resettlement strategies.*** Provo, UT: Brigham Young University Center for International and Area Studies.

Development Associates, Inc. (1978). ***A guide to decision making for bilingual vocational materials development.*** Arlington, VA: Development Associates, Inc.

Employment and Immigration Canada (1982). ***A guide to Indochinese refugees and employment.*** Ottawa, Canada: Employment and Immigration Canada.

EPD Consortium (1977). ***Spanish speaking Americans in vocational education: Resource manual.*** N.p. EPD Consortium.

Friedenberg, Joan & Bradley, Curtis (1986). ***Instructional materials for bilingual vocational education.*** Washington, DC: Center for Applied Linguistics/TESOL.

Gemmill, Perry R. ed. (1979). ***Occupational cluster analysis for disadvantaged learners.*** Cresaptown, MD: Maryland Vocational Curriculum Production Project.

Gemmill, Perry R. ed. (1979). ***School and community resources for disadvantaged learners.*** Cresaptown, MD: Maryland Vocational Curriculum Production Project.

Gonzalez, Juan C. (1981). ***Evaluation of vocational education programs serving limited English proficiency students: An analysis of the Illinois three phase system.*** Springfield, IL: Illinois State Board of Education.

Greenan, James P. (1983). ***Identification of generalizable skills in secondary vocational programs.*** Executive Summary. Springfield, IL: Illinois State Board of Education.

Illinois Board of Higher Education (1982). ***Compendium of postsecondary education resources for employment training programs.*** Springfield, IL: Illinois Board of Higher Education.

Lancashire Industrial Language Training Unit (1980) ***Managing a multi-racial workforce.*** Np.

Louisiana Department of Education (1975). ***An adult prescriptive program for levels of employment: Career oriented education. Booklet 3: Annotated bibliography.*** Baton Rouge, LA: Louisiana Department of Education.

Phelps, L. Allen (1980). ***An analysis of 1 and 5 year plans for LEP student information.*** Springfield, IL: Illinois State Board of Education.

Phelps, L. Allen & Cordova, Rose Mary Eds. (1982). ***The journal for vocational special needs Vocational education for immigrant and minority youth.*** Denton, TX: University of North Texas, Division of Occupational and Vocational Studies.

Rezabek, Dale J. (1981). ***Horizon: An overview of vocational education and employment training services for limited-English proficient persons in California.*** Sacramento, CA: California Advisory Council on Vocational Education.

Salazar, Arturo & Christiansen, James E. (1976). ***The need for bilingual vocational education programs in secondary schools in Texas.*** College Station: Texas A & M University.

Schulman, Sam (1973). ***Mexican American youth and vocational education in Texas: Summary and recommendations.*** Houston, TX: Center for Human Resources, University of Houston.

Smoot, Kay E. (1986). ***Illinois directory of vocational education special needs personnel.*** Springfield, IL: Illinois State Board of Education.

Southern Illinois University. Career Development Center (1981). ***VESL guidelines.*** Springfield, IL: Illinois State Board of Education.

Sticht, Thomas G. & Mikulecky, Larry (1984). ***Job-related basic skills: Cases and conclusions.*** Columbus, OH: ERIC Clearinghouse on Adult, Career, and Vocational Education.

Still, Beverly A. & Anderson, Marcia A. (1980). ***Fair recruitment: The model and strategies.*** Carbondale, IL: Dept. of Vocational Educatin Studies, Southern Illinois University.

United States Department of Labor (1970). ***Workers of Spanish origin: A chartbook.*** Washington, DC: U.S. Department of Labor.

United States Department of Labor (1987). ***Conference on literacy and employment preparation: Focus on technology.*** Washington, DC: United States Department of Labor.

Vasquez, James A., Gold, Clotilde (1980). ***Counseling and minorities: A bibliography.*** Rosslyn, VA: National Clearinghouse for Bilingual Education.

Yu, Elena S. H. (1978). ***Interviewing conduct: A manual for training Vietnamese.*** San Diego: Vietnamese Refugee Research Project.

Adams, Susan B. & Taylor, Stephanie P. (1980). ***Vocational education for students with limited English proficiency: Research and program development in Kentucky.*** Bowling Green, KY: Kentucky Department of Education.

Adams, Susan B. (1981). ***Serving students with limited English proficiency.*** Bowling Green, KY: Western Kentucky University.

Adams, Susan B. & Taylor, Stephanie P. (1978). ***Limited English speaking program in Kentucky: An assessment of needs, programs, and instructional resources.*** Bowling Green, KY: Kentucky Dept. of Education.

Arizona Department of Education (1984). ***Needs assessment report: Limited English proficiency learners in Arizona.*** Phoenix, AZ: Arizona Department of Education.

Benito Juarez High School (1980). ***Project Access: Final report.*** Chicago, IL: Board of Education, City of Chicago.

Berry, Dale W. & Feldman, Mona A. (1983). ***Overcoming obstacles to full participation of trainees in bilingual vocational training programs.*** Bethesda, MD: Miranda Associates.

Bilingual Vocational Education Project (1979). ***Vocational education for the limited English speaking: A handbook for administrators.*** Arlington Heights, IL: Bilingual Vocational Education Project.

Bradley, Curtis H. & Friedenberg, Joan (1982). ***Foundations and strategies for bilingual vocational education.*** Washington, DC: Center for Applied Linguistics.

Bradley, Curtis H.; Killian, Patricia A. & Friedenberg, Joan E. (1988). ***Employment training for limited English proficiency individuals.*** Alexandria, VA: Development Associates.

Chinatown Resources Development Center (1985). ***Promising programs and practices: Vocational education for limited-English proficient students.*** San Francisco, CA: Chinatown Resources Development Center.

Development Associates, Inc. (1987). ***Evaluation guide for bilingual vocational training.*** Arlington, VA: Development Associates, Inc.

Development Associates, Inc. (1979). ***Monograph for bilingual vocational training.*** Arlington, VA: Development Associates.

Eastern Michigan University (1984). ***Vocational education for limited English speaking populations in Michigan: A needs assessment.*** Lansing, MI: Michigan Department of Education.

Friedenberg, Joan E. & Bradley, Curtis H. (1984). ***Bilingual vocational education.*** Columbus, OH: National Center for Research in Vocational Education.

Friedenberg, Joan E. (1987). ***The condition of vocational education for limited English-proficient persons in selected areas of the United States.*** Columbus, OH: Ohio State University.

Galvan, Mary M. (1980). ***Suggested uses of automatic data processing information in bilingual vocational training: A report on a pilot study.*** San Marcos, TX: Southwest Texas State University.

Hartley, Nancy & Lehmann, Jean (1988). ***Supplemental services resource guide.*** Fort Collins, CO: Colorado State University.

Illinois Board of Higher Education (1982). ***Compendium of postsecondary education resources for employment training programs.*** Springfield, IL: Illinois Board of Higher Education.

Illinois State Board of Education (1982). ***Vocational programming for the LEP.*** Macomb, IL: Curriculum Publications Clearinghouse.

Part I: Common Concerns and Solutions.
Part II: The Project Mainstream Experience.
Part III: A Program Model for High Schools Serving Limited English Proficiency Students in Vocational Education.

Johnston, Robert S. (1971) ***Vocational ESL Project Report.*** San Diego, CA: San Diego Community College, Division of Adult Education.

Kremer, Nick (1985). ***Approaches to employment related training for adults who are limited-English proficient.*** Sacramento, CA: California State Department of Education.

Laird, Elizabeth (1977). ***Introduction to Functional language Training in the Workplace.*** *National Center for Industrial Language Training.* N.p.

Lopez-Valadez, Jeanne & Friedenberg, Joan E. (1985). ***Immigrant workers and the American workplace: The role of vocational*** **education.** Columbus, OH: National Center for Research in Vocational Education.

Lopez-Valadez, Jeanne (1990). ***Succeeding with the LEP in Vocational Education: Common Concerns and Solutions.*** Springfield, IL: Illinois State Board of Education, Division of Adult, Technical and Vocational Education.

Louisiana Department of Education (1975). ***An adult prescriptive program for levels of employment: Career oriented education Booklet 7: Instructional packet for municipal government employees (Apple Core).*** Baton Rouge, LA: Louisiana Department of Education.

Maestas, Ronald W. (1981). ***Educacion comercial bilingue. (Bilingual business education).*** Las Vegas, NM: New Mexico Highlands University.

Massachusetts Department of Education (1980). ***Bilingual vocational education in Massachusetts: A resource booklet.*** Boston, MA: Massachusetts Department of Education.

Michigan State Board of Education (1985). ***Michigan's model for delivering vocational education to secondary limited English proficient and minority language students.*** Lansing, MI: Michigan State Board of Education.

National Clearinghouse for Bilingual Education (1980). ***Information packet for bilingual vocational programs.*** Rosslyn, VA: National Clearinghouse for Bilingual Education.

Peterson, Morris & Berry, Dale (1983). ***Strategies for using external resources in bilingual vocational training programs: A guide for program planning and operations.*** Washington, DC: Kirschner Associates, Inc.

Phelps, L. Allen (1982). ***Research, evaluation and program improvement for limited English proficiency students in vocational education.*** Springfield, IL: Illinois State Board of Education.

Research Management Corporation (1987). ***Promoting local adoption of bilingual vocational training models.*** Dover, NH: Research Management Corporation.

Sanchez, Connie Aragon, (1980). ***A historical analysis of selected bilingual vocational programs: An administrative model for developing and implementing a bilingual vocational program at the post-secondary level.*** **[Dissertation].** Seattle, WA: University of Washington.

Seymann, Marilyn; Seifer, Nancy A. & Cantu, Virginia (1982). ***Arizona conference for serving LES through vocational education.*** Arizona, AZ: Pima County College.

Southern Illinois University (1975). ***A handbook for developing vocational programs and services for disadvantaged students.*** Carbondale, IL: Southern Illinois University.

Troike, Rudolph C. (1981). ***Assessing successful strategies in bilingual vocational training programs.*** Washington, DC: U.S. Department of Education.

Wehrs, George (1980). ***A planning handbook for bilingual vocational education.*** Menomonie, WI: Bilingual Vocational Training Project.

Wircenski, Jerry L. (1981). ***Handbook for the implementation of school-to-work transition skills for disadvantaged youth.*** PA: Pennsylvania State University.

III. VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL) AND LANGUAGE RESOURCES

Arizona Department of Education (1983). ***Language assessment of LEP students in vocational education.*** Phoenix, AZ: Arizona Department of Education.

Arizona Department of Education (1983). ***VESL materials development.*** Phoenix, AZ: Arizona Department of Education.

Arizona Department of Education (1983). ***Support services tutoring: A handbook for the vocational ESL educator.*** Phoenix, AZ: Arizona Department of Education.

Belfiore, Mary Ellen, Burnaby, Barbara (1984). ***Teaching English in the workplace.*** Toronto, Canada: Ontario Institute for Studies in Education Press.

California Department of Education (1971). ***Curriculum guide for English as a second language vocational programs.*** Los Angeles, CA: California Department of Education.

Center for Applied Linguistics (1982). ***ESL in the workplace.*** Washington, DC: Center for Applied Linguistics.

Chinatown Resources Development Center (1981). ***California VESL resource directory.*** San Francisco, CA: Chinatown Resources Development Center.

Consortium C. (1979). ***Bilingual vocational education materials.*** Houston, TX: Consortium C.

English Language Resource Center (1981). ***A guide to manpower/vocational ESL.*** Washington, DC: Center for Applied Linguistics.

Friedenberg, Joan E. & Bradley, Curtis H. (1984). ***The vocational ESL handbook.*** Rowley, MA: Newbury House.

Gage, Julia Lakey & Prince, David (1981). ***Pre-vocational English as a second language: Project for adult refugees.*** Olympia, WA: Washington State Superintendent of Public Instruction.

Gomez, Sara C. (1984). ***Vocational English as a second language competencies.*** Los Angeles, CA: Los Angeles Unified School District.

Hepworth, George R. (1975). ***Rhetorical competency and ESL discourse.*** Philadelphia, MS: Bilingual Education for Choctaws of Mississippi.

Houle, Frances R. & Carrettin, Sandra G. (1988). ***Proposed ESL plan for vocational education.*** Houston, TX: Houston Community College System.

Illinois Adult Indochinese Refugee Consortium (1981). ***Handbook for the VESL teacher.*** Arlington Heights, IL: Illinois Adult Indochinese Refugee Consortium.

Intensive English as a Second Language and Cultural Orientation Program (1982). ***Cultural orientation resource manual.*** Washington, DC: Center for Applied Linguistics.

Intensive English as a Second Language and Cultural Orientation Program (1983). ***Pre-employment training resource manual.*** Washington, DC: Bureau for Refugee Programs.

Johnston, Robert S. (1972). ***English as a second language for job training and employment: Special demonstration project.*** San Diego, CA: San Diego Community College.

Johnston, Robert S. (1970). ***Vocational ESL Project report.*** San Diego, CA: California Department of Education.

Jupp, T. C. & Hodlin, Susan (1978). ***Industrial English: An example of theory and practice in functional language teaching.*** London, England: Heinemann Educational.

Laird, Elizabeth (1977). ***Introduction to functional language training in the workplace.*** England: National Centre for Industrial Language Training.

Louisiana Department of Education (1975). ***An adult prescriptive program for levels of employment: Career oriented education. Booklet 1: Reading and mathematics summary.*** Baton Rouge, LA: Louisiana Department of Education.

Macdonald, Ross (1982). ***Improving techniques in teaching English for the job: A handbook.*** Rosslyn, VA: InterAmerica Research Associates.

Menges, Patricia A. (1981). ***Development of VESL materials.*** Joliet, IL: Workshop on Multicultural Vocational Education.

Mrowicki, Linda G. (1983). ***Developing VESL materials for the job site.*** Arlington Heights, IL: Northwest Educational Cooperative.

Pratt, Sidney (1982). ***English in the workplace.*** Toronto, CA: Ontario Ministry of Citizenship and Culture.

San Francisco Community College District (1976). ***Vocational ESL Master Plan.*** San Francisco, CA: San Francisco Community College District.

Sayers, Pete (1979). ***Signing off: English for adult immigrants seeking work. A teacher's resource book.*** Southall, England: National Centre for Industrial Language Training.

Smith, Nancy E. (1984). ***Teaching job-related English as a second language.*** Washington, DC: United States Department of Education.

Smith, Philip D. (1972). ***A project to develop pre-vocational literacy materials for Spanish-speaking students.*** **Final report.** West Chester, PA: West Chester State College.

Trimble, Louis (1985). ***English for science and technology: A discourse approach.*** Cambridge, MA: Cambridge University Press.

Trimble, Mary Todd (1979). ***English for specific purposes: Science and technology.*** Corvallis, OR: Oregon State University.

Wilde, Cindy (1980). ***Vocational English as a second language: A partnership with industry.*** Sunnyvale, CA: Fremont Union High School District.

Wilkins, Ernest J. (1976). ***Languages for the world of work: Final report.*** Salt Lake City, UT: Olympus Research Corporation.

Barauski, Sue (1979). ***Indochinese job club.*** Elgin, IL: YMCA.

Cappelluzzo, Emma M. (1971). ***Guidance and the migrant child.*** Boston, MA: Houghton Mifflin.

Bilingual Vocational Guidance/Education Project (1979). ***Bilingual vocational guidance/education workshop.*** Ypsilanti, MI: Eastern Michigan University.

Cordova, Rose Mary (1982). ***Identification and assessment of limited English proficiency students in vocational education programs: A handbook of procedures, techniques, and resources.*** Champaign, IL: Office of Career Development, University of Illinois.

Cordova, Rose Mary (1981). ***Identification, assessment, and placement of limited English proficiency students in vocational education: A study of current practices in Illinois.*** Springfield, IL: Illinois State Board of Education.

DeBlassie, Richard R. (1976). ***Counseling with Mexican American youth: Preconceptions and processes.*** Austin, TX: Learning Concepts.

Douglas, Denise (1985). ***The working culture: Cross-cultural vocational counseling for new Americans.*** San Francisco, CA: Consortium on Employment Communication.

Education Evaluation and Research, Inc. (1984). ***Vocational education resource package for a guide for career counseling Spanish-speaking and Chicano students.*** Menlo Park, CA: Education Evaluation and Research, Inc.

Education Evaluation and Research, Inc. (1984). ***Vocational education resource package for a guide for career counseling Vietnamese.*** Menlo Park, CA: Education Evaluation and Research, Inc.

Educational Improvement Center (1980). ***Counseling the limited English proficient student: A handbook for career development.*** Princeton, NJ: Educational Improvement Center.

Feldman, M.A.; Nicolau, M.E. & Clelland, R. W. (1982). **Vocational careers in which a language other than English is an asset.** Bethesda, MD: Miranda Associates, for the U.S. Department of Education.

Gemmill, Perry R. ed. (1979). ***Characteristics of disadvantaged learners.*** Cresaptown, MD: Maryland Vocational Curriculum Production Project.

Gemmill, Perry R. ed. (1979). ***Diagnostic assessment of disadvantaged vocational learners.*** Cresaptown, MD: Maryland Vocational Curriculum Production Project.

Gemmill, Perry R. ed. (1979). ***Disadvantaged learner analysis profile.*** Cresaptown, MD: Maryland Vocational Curriculum Production Project.

Gemmill, Perry R. ed. (1979). ***Disadvantaged learner referral process.*** Cresaptown, MD: Maryland Vocational Curriculum Production Project.

Guerra, Roberto S. (1976). ***Work experience and career education programs for migrant children.*** Las Cruces, MN: Clearinghouse on Rural Education and Small Schools.

Hamilton, Roland & Lister, Susan (1979). ***Foreign languages and careers: An outline.*** San Jose, CA: S. Lister.

Hayes, P. and McCarty, Warren T. (1988). ***Vocational assessment of secondary special needs students.*** Springfield, IL: Illinois State Board of Education.

Hemphill, David et al. (1989). ***The working culture.*** Long Beach CA: Consortium on Employment Communication.

Hoyt, Kenneth B. (1976). ***Career education for special populations.*** Washington, DC: U.S. Department of Health, Education and Welfare.

Jackson, Roberta H. (1977). ***Career education and minorities.*** Washington, DC: U.S. Department of Health, Education and Welfare.

Jarvis, Ana C. (1975). **Career education and foreign languages.** Boston, MA: Houghton Mifflin Company.

Johnson, Willis L. (1980). ***Directory of special programs for minority group members: Career information services, employment skills banks, financial aid sources.*** 3rd. ed. Garrett Park, MD: Garrett Park Press.

Katz, Patricia Hawkins (1981). ***Career counseling materials and techniques for use with Vietnamese.*** San Jose, CA: San Jose Community College District.

Koschmann, Nancy Lee; Tobin, Joseph Jay & Friedman, Joan (1981). ***Working with refugees: A manual for paraprofessionals. Vol. I: Introduction to refugee resettlement work. Vol. II: The life cycle, mental health, and mental illness. Vol. III: Intercultural counseling and interviewing skills.*** Chicago, IL: Travelers Aid/Immigrant Service.

Lee, D. John (1980). ***Counseling across cultures: A critique.*** Los Angeles, CA: National Association for Asian and Pacific American Education.

Martinez, Lupe M. (1980). ***Chicanos counseling Chicanos, is it necessary?*** Washington, DC: Educational Resources Information Center.

McDavis, Roderick J. (1979). ***Using self awareness and effective communication for helping ethnic minorities with career guidance.*** Palo Alto, CA: National Consortium on Competency-Based Staff Development.

McMahon, William C. (1976). ***Criteria and approaches for placement and employment development of students with special needs.*** Elgin, IL: Elgin School District U-46.

Mrowicki, Linda G. (1983). ***Developing a job club curriculum.*** Arlington Heights, IL: Northwest Educational Cooperative.

Parker, Woodrow M. (1979). ***Using four career guidance strategies with ethnic minorities.*** Palo Alto, CA: National Consortium on Competency-Based Staff Development.

Persico, Luis (1981). ***Bilingual career exploration workshop handbook.*** Harrisburg, PA: Harrisburg Community College.

Pfaffenberger, Barbara & Hemphill, David (1988). ***Merging cultural horizons in the workplace: A guide for cross-cultural career counseling in the classroom.*** San Francisco, CA: San Francisco State University Foundation.

Project PRIDE (1984). ***Cross-cultural communication in the workplace: A training handbook.*** Arlington Heights, IL: Northwest Educational Cooperative.

Stein, Barry N. (1979). ***Occupational adjustment of refugees: The Vietnamese refugees in the United States.*** N.p.

Alaska Bilingual Multifunctional Resource Center (1985). ***Bilingual vocational education.*** Alaska Region XVI.

Baker, Glenn E. (1983). ***Final report: Multicultural preparation for industrial arts teachers.*** College Station, TX: Texas A & M University, Department of Industrial Education.

Bradley, Curtis H. & Friedenberg, Joan E. (1983). ***Vocational training for LEP's: Ten tips for teachers.*** Washington, DC: Center for Applied Linguistics.

Cantu, Virginia; Shovers, Barbara & Seifer, Nancy (1983). ***Access to employment: Improving LEP vocational skills - A handbook for educators.*** Phoenix, AZ: Arizona Department of Education.

Cockrum, Jim (1987). ***Conference leader's guide for the ACCESS team: Workshop for teachers with limited English proficient students.*** Austin, TX: University of Texas, Extension Instruction and Materials Center.

Cockrum, Jim (1987). ***LEP handbooks.*** Austin, TX: University of Texas, Extension Instruction and Materials Center.

1) LEP Handbook for Trade and Industrial Teachers.
2) LEP Handbook for CO-OP Teachers.
3) LEP Handbook for Technology Education Teachers.

Connecticut State Board of Education (1982). ***Bilingual vocational training programs.*** Hartford, CT: Connecticut State Board of Education.

Consortium C. (1979). ***Helpful hints for implementing individualized instruction and bilingual vocational education.*** Houston, TX: Consortium C.

Development Associates, Inc. (1978). ***Handbook for bilingual vocational materials development.*** Arlington, VA: Development Associates.

Executive Resource Associates, Inc. (1987). ***Preparing the limited English proficient adult for employment: A bilingual vocational training workshop.*** Arlington, VA: Executive Resource Associates, Inc.

Exemplary Teacher Education Program for Vocational Teachers (Bilingual) (1978). ***In-service workshop for vocational teachers of bilingual students.*** Springfield, IL: Illinois State Board of Education.

Feldman, Mona A. & Foreman, Robert B. (1986). ***A guide for planning instruction for bilingual vocational training projects.*** Washington, DC: Miranda Associates.

Florida Department of Education (1982). ***Teaching and working successfully with limited English-proficient students and adults in Florida: A statewide inservice and preservice training program.*** Tallahassee, FL: Florida Department of Education.

Friedenberg, Joan (1988). ***Performance-based modules to prepare vocational educators to serve LEP students.*** Columbus, OH: National Center for Research in Vocational Education.

1) Recruit LEP Students for Vocational Programs.
2) Conduct Intake Assessment for LEP Vocational Students.
3) Adapt Instruction for LEP Vocational Students.
4) Administer Vocational Programs for LEP Students.

Friedenberg, Joan (1988). ***Preparing vocational educators to serve LEP students: An inservice package.*** Columbus, OH: National Center for Research in Vocational Education.

Holland (Mich.) Public Schools (1988). ***Strategies and techniques for teaching limited English proficient students in vocational education classes.*** Holland, MI: Holland Public Schools.

Hurwitz, Alan (1980). ***Bilingual vocational instructor training.*** Columbus, OH: National Center for Research in Vocational Education.

Hurwitz, Alan, (n.d.). ***Foundations for the future: A guide to the recruitment of bilingual and other minority vocational personnel.*** Boston, MA: Bilingual Vocational Teacher Training Program, Fitchburg State College.

Illinois State University (1977). ***An exemplary teacher education program for vocational teachers of bilingual students.*** Springfield, IL: Illinois Office of Education.

Indochinese Center for Materials Development and Training (1979). ***Content area instruction to students with limited English proficiency.*** Arlington Heights, IL: Bilingual Education Service Center.

Kang, Margaret Tomassi (1980). ***Pre-service training for vocational teachers of the limited-English.*** Springfield, IL: Illinois State Board of Education.

Kirschner Associates, Inc. (1980). ***A monograph for bilingual vocational instructor competencies.*** Washington, DC: Kirschner Associates.

Lopez-Valadez, Jeanne & Reed, Tipawan Q. T. (1990). ***Building Competencies to Serve LEP Vocational Students: An Inservice Manual.*** Des Plaines, IL: Capacity Building for States, Northwest Educational Cooperative.

Los Angeles Unified School District (1978). ***Spanish phrases for schools: Bilingual handbook for principals and their staffs.*** Los Angeles, CA: Los Angeles Unified School District.

National Center for Research in Vocational Education, (n.d.). ***Assist students in developing technical reading skills (M2).*** Columbus, OH: National center for Research in Vocational Education.

Peak, Laurie, Brown, James (1980). ***A conceptual framework and process for identifying the inservice needs of vocational educators serving special needs populations.*** Minneapolis, MN: University of Minnesota, Department of Vocational and Technical Education.

Phelps, L. Allen (1982). ***Limited English proficiency students in vocational education: A handbook for vocational educators.*** Springfield, IL: Illinois State Board of Education.

Phelps, L. Allen (1980). ***Instructional development for special needs learners: An inservice resource guide.*** Normal, IL: Illinois State University.

Phelps, L. Allen & Lopez-Valadez, Jeanne, eds. (1987). ***Serving handicapped, disadvantaged, and limited-English-proficient persons in vocational education programs: An inservice guide.*** Springfield, IL: Illinois State Board of Education.

Sayers, Dennis (1980). ***Bilingual vocational training with trainers and trainees: Concepts and applications.*** Hartford, CT: Connecticut Department of Education.

Sayers, Dennis (1982). ***Manual for instructors: Bilingual vocational training programs.*** Hartford, CT: Conneticut State Department of Education.

Seymann, Marilyn R. (1975). ***Basic Spanish for elementary teachers.*** New York, NY: Pergamon.

Sheppard, N. Alan & Vaughn, D. Lanette (1972). ***Guidelines for methods and techniques of teaching disadvantaged students.*** Blacksburg, VA: Virginia Polytechnic and State University.

Thomas, Toni D. (1981). ***Helping vocational instructors train limited English proficient students.*** San Francisco, CA: Chinatown Resources Development Center.

Winkler, Kathleen (1980). ***Special needs learners in vocational education: An in-service training and resource manual for teachers, counselors, administrators, and other support staff.*** Amherst, MA: University of Amherst, Center for Occupational Education.

Witkowsky, Jack & Cronin, Joseph M. (1977). ***A handbook for teachers of Vietnamese refugee students.*** Springfield, IL: Illinois State Board of Education.

PART 3. SOURCES OF INFORMATION

Adams, Susan B. & Taylor, Stephanie (1978). ***Project developed bibliography of vocational education curriculum materials appropriate for utilization with limited English-speaking students or bilingual students.*** Bowling Green, KY: Western Kentucky University.

Adams, Susan B. & Taylor, Stephanie (1979). ***Limited English speaking program in Kentucky.*** Bowling Green, KY: Kentucky Department of Education.

Americas Corporation (1986). ***Annotated catalog of bilingual vocational training materials.*** Berkeley, CA: Americas Corporation.

Bilingual Access Program (1981). ***Supplemental learning aids.*** Elgin, IL: Elgin Community College.

Bowker (R. R.) and Company (1983). ***Bilingual educational publications in print 1983: Including audio-visual materials.*** New York, NY: Bowker.

Connecticut State Department of Education (1984). ***Bilingual vocational education library bibliographical list.*** Hartford, CT: Connecticut State Department of Education.

Curriculum Publications Clearinghouse (1985). ***Special needs: Mini catalog.*** Macomb, IL: Western Illinois University.

ERIC Clearinghouse on Adult, Career, and Vocational Education (1982). ***Bilingual curriculum materials for vocational and adult education.*** Columbus, OH: ERIC Clearinghouse on Adult, Career, and Vocational Education.

Educational Evaluation and Research, Inc. (1984). ***Directory of California community colleges exemplary vocational education programs and materials for special populations students.*** Menlo Park, CA: Educational Evaluation and Research, Inc.

Escobar, Joanna Sculley & Daugherty, John (1976). ***An annotated bibliography of adult ESL instructional materials.*** Arlington Heights, IL: Illinois ESL/ABE Service Center.

Herschbach, Dennis R. (1977). ***Teaching special needs students: Selected resources for vocational teachers and teacher educators.*** College Park, MD: University of Maryland.

Illinois State Board of Education (1984). ***Bilingual vocational staff development resources: A selected bibliography.*** Springfield, IL: Illinois State Board of Education.

Kallemback, Sheri C. (1990). ***Students with limited English proficiency: Selected resources in vocational education.*** Macomb, IL: NCVRE Materials Distribution Center, Western Illinois University.

Kallembach, Sheri C. (1990). ***Resources to facilitate the transition of learners with special needs from school to work or postsecondary education.*** Macomb, IL: NCVRE Materials Distribution Center, Western Illinois University.

Kok, Marilyn R. (1984). ***Vocational special needs lending library-limited English proficiency: A resource guide.*** College Station, TX: Texas A & M University.

Magisos, Joel H. & Stakelon, Anne E. (1975). ***Special needs populations: Annotated bibliographies on bilingual, correctional, migrant, and handicapped populations with unique vocational education needs.*** Columbus, OH: Center for Vocational Education.

Mangano, R. Michael (1979). ***Vocational curriculum resources for bilingual students: A guide to print and non-print instructional materials.*** College Park, MD: Maryland Vocational Curriculum Research and Development Center.

McCarthy, JoAnn & Kang, Margaret Tomassi (1981). ***A selected annotated bibliography of educational materials for teachers of limited English speaking vocational students and a selected review of its literature.*** Springfield, IL: Illinois State Board of Education.

Montez, Toby & Santos, Maria (1981). ***A bibliography for counselors working with Asian students.*** Oakland, CA: National Hispanic Center & University.

National Clearinghouse for Bilingual Education (1980). ***Information packet for bilingual vocational programs.*** Rosslyn, VA: National Clearinghouse for Bilingual Education.

Sandhu, Harpreet K. & Bukkila Laura A. (1980). ***Guide to publishers and distributors serving minority languages.*** Rosslyn, VA: National Clearinghouse for Bilingual Education, InterAmerica Research Associates, Inc..

Santos, Maria & Montez, Toby (1981). ***A bibliography for counselors working with Chicano students.*** Oakland, CA: National Hispanic Center & University.

Sayers, Dennis (1982). ***Bilingual vocational instructional materials: Curriculum development resources and priority areas.*** Hartford, CT: Connecticut State Board of Education.

Southern Illinois University (1977). ***Bibliography of currently available bilingual vocational curriculum materials.*** Carbondale, IL: Southern Illinois University.

Vasquez, James A. & Gold, Clotilde (1981). ***Counseling and minorities: A bibliography.*** Rosslyn, VA: National Clearinghouse for Bilingual Education, InterAmerica Reseach Associates, Inc.

Vasquez, James A.; Gonzales, Sandra E. & Pearson, Mary E. (1981). ***Testing and ethnic minority students: An annotated biliography.*** Rosslyn, VA: National Clearinghouse for Bilingual Education.

Wilkins, Ernest J. (1975). ***Languages for the world of work: An annotated bibliography.*** Salt Lake City, UT: Olympus Research Corporation.

CENTER ON EDUCATION AND TRAINING FOR EMPLOYMENT
(Formerly the National Center for Research in Vocational Education)
Ohio State University
1960 Kenny Road
Columbus, OH 43210
(800) 845-4815

ERIC CLEARINGHOUSE ON ADULT, CAREER, AND VOCATIONAL EDUCATION
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
(800) 848-4815

ERIC CLEARINGHOUSE ON LANGUAGE AND LINGUISTICS
Center for Applied Linguistics
1118 22nd Street, NW
Washington, DC 20037
(202) 429-9292

ERIC CLEARINGHOUSE ON LITERACY EDUCATION
Center for Applied Linguistics
1118 22nd Street, NW
Washington, DC 20037
(202) 429-9292

NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION
University of California - Suite 600
2150 Shattuck Road
Berkeley, CA 94704-1306
(415) 642-4004

NATIONAL CLEARINGHOUSE FOR BILINGUAL EDUCATION
1118 22nd Street, NW
Washington, DC 20037
(800) 321-6223
(202) 467-0867

NORTHWEST EDUCATIONAL COOPERATIVE (NEC)
(Bilingual Vocational, ESL, and Adult Education Resource Center)
1855 Mt. Prospect Road
Des Plaines, IL 60018
(708) 803-3535

BEST COPY AVAILABLE

TECHNICAL ASSISTANCE FOR SPECIAL POPULATIONS PROGRAM
(The National Center for Research in Vocational Education
at the University of California, Berkeley)
University of Illinois
338 Education Building
1310 S. Sixth Street
Champaign, IL 61820